



MINISTRY PLAN WORKSHEET

Worksheets are to be turned into Natalie Alexander in the church office at least **TWO WEEKS** prior to the event.

Event Name _____
Date _____ Time _____

Contact Person _____ Phone/Email _____

Space requested _____

Reserve Church Van? White Van _____ Grey Van _____ People Mover _____
Driver _____ (must be approved by church – with license on file)

What is the purpose of the event? (Describe the event)

How many people are you planning for? _____

Will any media equipment be needed? _____

Are there any food needs? Yes ___ No ___ If so, make arrangements with the kitchen staff TWO WEEKS prior to the event. Menus are decided by sponsoring group and kitchen staff.

Do you have any need to publicize this event in the church communications? ___ Yes ___ No
(bulletin, newsletter, website, social media, etc.) please contact Natalie Alexander at nalexander@fsfumc.org

Is Child Care needed? If so, what ages & total number? Yes ___ No ___

Must contact Ashley McNeal at least 2 weeks prior to event.

Any special set up for tables and chairs? _____

Sketch your set-up needs here.

Submitted by _____

Date _____

Approved by _____

Date _____