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(s) _____ Day(s)_____

Time from:_____to:_____ Set-up time: _____

Contact Person _____ Phone_____Email_____

Space requested _____

Reserve Church Van? ☐ White Van (2015) / ☐ White Tall Van (2019)

Driver_____ (must be approved by church)

How many people are you planning for? _____

Will any media equipment be needed? ☐ No / ☐ Yes-What_____

Are there any food needs? ☐ No/ ☐ Yes. If yes, please contact Debbie Hicks *TWO WEEKS* prior to the event at dhicks@fsfumc.org_____

Do you want this event in the church communications? ☐ ***Yes*** ☐ ***No (ONE BOX MUST BE CHECKED)****. If yes, please contact Natalie Alexander at nalexander@fsfumc.org* with details *TWO WEEKS* prior to the event.

Is Child Care needed? ☐ No/ ☐ Yes. Ages_____ How many _____
Must contact Ashley McNeal at least 2 weeks prior to event at amcneal@fsfumc.org

Any special set up for tables and chairs? ☐ No/ ☐ Yes _____
If yes, please contact Dan Thomas *TWO WEEKS* prior to the event at dthomas@fsfumc.org or 479-782-5068.

Sketch your set-up needs here or on a separate page.

Office Use Only

Diane ☐

Dan ☐

Debbie ☐

Trevor ☐

Natalie ☐

ANY QUESTIONS? Call Natalie Alexander at 479-782-5068 or email nalexander@fsfumc.org

Submitted by _____
Date _____

Fort Smith
First United Methodist Church
fsfumc.org

Approved by _____
Date _____