



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 (2015) Grey Van People Mover (2019 Tall)

Driver _____ (must be approved by church – with license on file)

What is the purpose of the event?

How many people are you planning for? _____

Will any media equipment be needed? _____

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

Do you want this event in the church communications? Yes No (if you don't want it in the newsletter or bulletin, please be sure and check No. Please contact Natalie Alexander at nalexander@sfsumc.org.)

Is Child Care needed? Yes No Ages _____ Number _____
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 or on a separate page.

Office Use Only

Diane

Dan

Debbie

Trevor

Natalie

Submitted by _____
Date _____

Approved by _____
Date _____