

Event Planner



Name of event: _____

When is event: day _____ date _____ time _____

Who is event for: _____ Estimated number to attend: _____

Where is event: _____ (if at PBC, give room)

_____ (date location reserved & confirmed)

check box & give date that reservations of location were confirmed with office or other location.

If at another location, list contact name & number: _____

PURPOSE... **of event:** fellowship, discipleship, outreach, evangelistic, other _____

MONIES... **for event:** cost for students — none or \$ _____ (per person cost)

cost for church — _____ (estimated)

provide a budget &/or cost break down on back if appropriate

LEAD TEAM... **for planning & coordinating event:** Lead Coordinator _____

others on team: _____

EVENT PROGRAMMING...

PLAN... **What is the agenda?**

PROGRAM... **Is there a specific program time during event?** Yes or No

If yes... Who is in charge of this? _____

If needed, who will purchase items for program? _____

Who will present (MC) program? _____

What other arrangements &/or preparations need to be made for program?

FOOD & DRINKS... **Is there food &/or drinks at event?** Yes or No

If yes... Who is in charge of this? _____

What will be served? _____

Who will purchase? _____

Are their paper goods needed? Yes or No If yes, what & who will get them? _____

Who will prepare? _____

Who will serve? _____

Who will cleanup? _____

What other arrangements &/or preparations need to be made for the food &/or drinks?

(use back or additional pages if needed)

TRANSPORTATION... **Is there need for transportation?** Yes or No

If yes... *Who is in charge of this?* _____

What vehicles will be used? PBC van(s) , bus, rental(s) , personal vehicles — how many? _____

_____ *(date vehicles reserved & confirmed)*

check box & give date that reservations of vehicles were confirmed with office or rental co.

If a rental co., list company, contact name, & number: _____

Who will the driver(s) be? _____

SPONSORS... **How many sponsors will this event need?** _____

Who is in charge of getting sponsors? _____

What will their responsibilities be?

Who will be the sponsors?

ADDITIONAL NOTES: