

Event Planning Form

Complete and submit this form to Paula Duggan in the Administration Office at *least two (2) weeks prior to event.*

When planning a church event (small or large), consider the following:

- How does this event glorify God?
- How does this event contribute to the mission of First Presbyterian Church of Tyler?

As members of FPC Tyler, in all we say and do, we promise:

To love God with all our hearts and minds;

To love our neighbors as we love ourselves;

To go into all of life with the Good News of God's love in Christ.

Event Title:	Areas/rooms (interior & exterior):*
Date(s):	
Event times: (start/end)	
Set up date/time: (start/end)	
No. of attendees anticipated: (minimum/maximum)	
Event Contacts: (name/phone/email)	
Purpose:	

Administration			
<i>Items</i>	<i>Required</i>	<i>Not Required</i>	<i>Details/specifics</i>
Check requests (Paula Duggan)	<input type="checkbox"/>	<input type="checkbox"/>	
Session docket items (Paula Duggan)	<input type="checkbox"/>	<input type="checkbox"/>	
Room reservations (Paula Duggan)	<input type="checkbox"/>	<input type="checkbox"/>	
Calendar item (Nancy Jenkins)	<input type="checkbox"/>	<input type="checkbox"/>	
Childcare requests (Marialice Billingsley)	<input type="checkbox"/>	<input type="checkbox"/>	
Bus and trailer reservations (Paula Duggan)	<input type="checkbox"/>	<input type="checkbox"/>	
Kitchen supply orders (Paula Duggan)	<input type="checkbox"/>	<input type="checkbox"/>	
Meeting supply orders (Paula Duggan)	<input type="checkbox"/>	<input type="checkbox"/>	

Custodial Support			
<i>Items</i>	<i>Required</i>	<i>Not Required</i>	<i>Details/specifics</i>
Opening and closing building (Paula Duggan)	<input type="checkbox"/>	<input type="checkbox"/>	
Room set-up (Paula Duggan)	<input type="checkbox"/>	<input type="checkbox"/>	
Audio/Visual equipment (Marialice Billingsley)	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting (Paula Duggan)	<input type="checkbox"/>	<input type="checkbox"/>	
Sound system support (Marialice Billingsley)	<input type="checkbox"/>	<input type="checkbox"/>	
HVAC adjustments (Tony Ojeda)	<input type="checkbox"/>	<input type="checkbox"/>	
Custodial support during event (Paula Duggan)	<input type="checkbox"/>	<input type="checkbox"/>	

Communication

How will you or your team promote this event?

<i>Items</i>	<i>Required</i>	<i>Not Required</i>	<i>Details/specifics</i>
Bulletin announcements <i>(Nancy Jenkins)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Bulletin inserts <i>(Nancy Jenkins)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Pulpit announcements <i>(Nancy Jenkins)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Minute for Mission <i>(Nancy Jenkins)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Steeple Times submission <i>Main body (Nancy Jenkins)</i> <i>Children & Youth (Lynn Collyer)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Website pages <i>(Lynn Collyer)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Website flash design <i>(Lynn Collyer)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Online registrations <i>(Lynn Collyer)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Bulk mailings <i>(Nancy Jenkins)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Mailing label requests <i>(Nancy Jenkins)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Coordination with Community Awareness Committee <i>(Scott Dubre/Susan Emge)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

Other considerations			
<i>Items</i>	Yes	No	<i>Details/specifcifs/list</i>
Does this conflict with Sunday school? <i>(Rev. Marialice Billingsley & Neil McKown)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Is this part of a worship service? <i>(Rev. Dr. Stuart Baskin)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Does this conflict with Sunday evening? <i>(Neil McKown)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there other committees requiring communication of this event?	<input type="checkbox"/>	<input type="checkbox"/>	
Sunday a.m. coffee fellowship <i>(Marsha Bone)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there rehearsals prior to actual event?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you need to find a photographer?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you remembered to assign your set up and tear down crews?	<input type="checkbox"/>	<input type="checkbox"/>	
How will you/team promote event? <i>(Community Awareness Committee)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you need signage to promote your event? <i>(Paula Duggan)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have special parking needs? <i>(Paula Duggan)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

Fellowship Hall
First Presbyterian Church

Set-up Needs

- ___ Number of Guests
- ___ Long Tables (8 feet)
- ___ Round Tables
- ___ Chairs at each table
- ___ Chairs facing screen
- ___ Lectern
- ___ Screen
- ___ Sound System

Please draw diagram of set-up needed.

Special Instructions

Kitchen Storage

