

Submit a copy of this completed form to the church office so it's readily available to all staff, at least 1 week prior to the date your advertising begins, and again after you have completed the Debriefing section on the back, following the event.

## *Tigard Church of God* **Event Planner**

**All church related events, programs, or projects need to be approved by the pastor.**

Pastor's Signature \_\_\_\_\_ Approval Date \_\_\_\_\_

Event \_\_\_\_\_ Event Date \_\_\_\_\_

Event's Primary Purpose/s:  fellowship  outreach  encouragement  training  
 Other \_\_\_\_\_

Event/Project Leader \_\_\_\_\_ Their Ph # \_\_\_\_\_

Staff person or Council Member Accountable to \_\_\_\_\_

Asst. Project Leader/s & Their Ph #s \_\_\_\_\_

Prayer supporters \_\_\_\_\_

Advertising to begin by (date) \_\_\_\_\_

We Plan to utilize:  bulletin announcements (or)  insert, starting (date) \_\_\_\_\_  
 Church Website  Local Newspaper  PowerPoint on Sundays  
 Letter/s to \_\_\_\_\_  Banner in the church yard  
 Posters around the building starting (date) \_\_\_\_\_  
 Door hangers in the neighborhood  Other \_\_\_\_\_

Advertising to be overseen / prepared by \_\_\_\_\_

Room/s to be used \_\_\_\_\_

Kitchen to be operated / supervised by \_\_\_\_\_

Food items planned \_\_\_\_\_

Tables and chairs set for (#) \_\_\_\_\_ people  (see placement sketch attached)  
 Chairs set for (#) \_\_\_\_\_ people  (see placement sketch attached)

Set up team members \_\_\_\_\_

Clean up team members \_\_\_\_\_

Sound system needed; to be operated by \_\_\_\_\_

Video to be shown; to be set up by \_\_\_\_\_

We expect to have visitors / guests. Following the event, we plan to follow them up by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other items needed, and person/s responsible, to prepare for this event:

Complete the reverse side AFTER the event.

Submit your 2<sup>nd</sup> copy of this completed form to the church office so it's readily available to all staff, after you have completed the Debriefing section below.

## Event Debriefing

**Things we noticed / learned with the event, that we don't want to forget...**

**What we want to do different next time...**