

EVENT PLANNING

2017

EVENT TITLE	REQUESTED	COMPLETED
Description of event & date		
PIC (person-in-charge)		
Purpose of event		
Guest speaker? Event agreement		
Facilities: Reserve space		
Resources need: A/V Food Printed material		
Volunteers Recruiting Training		
Who's invited?		
Marketing When? How? (newsletter, website, flyers, Sunday slides, Sunday sign up table, social media) Who prepares material?		
Funds needed?		

SUBMITTED BY: _____ DATE: _____

APPROVED BY: _____ DATE: _____

For Board of Trustees