

## **Faith Church Communications Team Event Planning Collection Tool**

- To communicate your event, we need information listed on this page.
- Once you have collected this information, please visit:  
[faithchurchrochesterhills.org/event-request-forms](http://faithchurchrochesterhills.org/event-request-forms) to fill out the appropriate form.

1. What is the name of your Event?
2. What is the date of your event?
3. What time does your event start?
4. What time does your event end?
5. Where will your event be held? (inside, outside, offsite location?)  
A. If meeting in the building, what room(s) would you like to use?
6. Cost to attend:
7. Description of Event (a summary of what this event is and why someone would come to this event)
8. Theme verse: (Should we include a verse or theological theme in our promotion of the event?)
9. Event Goal
10. Do participants need to bring anything? (Notebook, Tools? Water bottles? Sunscreen, etc.?)
11. Will there be food? If yes, what? (Is there any information related to food that someone with allergies would find helpful?)
12. Do you have any specific COVID guidelines people need to follow? If yes, what are they?
13. Do you need a registration form created? (If no, skip questions 14-16)
14. *What details should the form collect in addition to name and email address?*
15. *What is the first day to RSVP?*

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16. *What is the last day to RSVP?*

17. What else would you like us to know to help you promote this event?

18. For children and youth events...what ages or grades is this event for?

### **FOR EVENTS HAPPENING IN THE BUILDING ONLY:**

19. What time will you arrive to set-up?

20. How do you plan on getting inside the building?

21. What time do you expect to be done cleaning up at?

22. How many people do you expect to attend your event?

23. Do you plan to change anything about the room(s) you are requesting?

24. If you answered "yes" above, please describe what you plan to change.

25. Do you need any of the special items listed below? (Microphones, Stage Lighting, DVD/TV/Laptop Connection, Use of the kitchen, Additional tables, Additional chairs?)