

WENATCHEE NAZARENE EVENT PLANNER & CHECKLIST

Promotion Guidelines: One Month-Small Events; Two Months-Large Events

EVENT NAME _____

EVENT DATE(S) _____

From: (mm/dd/yy) _____ Overnight? _____
To: (mm/dd/yy) _____

EVENT TIME(S) _____

Start: _____ AM PM
End: _____ AM PM
Set Up Time: _____ min/hour
Person in Charge of Set Up: _____
Clean Up Time: _____ min/hour
Person in Charge of Clean Up: _____

EVENT CONTACT PERSON _____

Name: _____
Phone: _____
Email: _____

BRAINSTORMING _____

BUDGET DETAILS _____

Expense Code _____
 Funded By _____

ADVERTISEMENT _____

Person in Charge _____

- Verbal announcement
- Bulletin or Insert
- Foyer & Auditorium Screen
- TWAWN Newsletter
- Facebook
- Website Ministry Page

NUMBER ATTENDING _____

RESOURCES NEEDED _____

Person in Charge _____

- | | |
|---|---|
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Room 205 |
| <input type="checkbox"/> Conference Room | <input type="checkbox"/> Room 207 |
| <input type="checkbox"/> KidZone | <input type="checkbox"/> Nsy/PreK Room |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Tables |
| <input type="checkbox"/> Library | _____ Round |
| <input type="checkbox"/> Multi Purpose Room | _____ Rectangle |
| <input type="checkbox"/> Nursery | <input type="checkbox"/> Chairs _____ |
| <input type="checkbox"/> Room 109 | <input type="checkbox"/> Music stands _____ |
| <input type="checkbox"/> Room 201 | <input type="checkbox"/> Church Van |
| <input type="checkbox"/> Room 202 | _____ |

AUDIO/VISUAL/MEDIA _____

Do you need media support for this event? Yes No

What Type:

- Microphones How Many? _____
 CD Player DVD Player
 Projector

A trained sound person is required if sound equipment is used

CHILD CARE _____

Person in Charge: _____

Are you offering child care for this event? Yes No

- Nursery Babies—Person in Charge _____
 Toddler Babies—Person in Charge _____
 Ages 5-12—Person in Charge _____

Anyone working with children MUST have a current Criminal Background Check

DECORATING _____

Person in Charge: _____

Room to be decorated? _____

OTHER NEEDS _____
