

New Life Vineyard Church

Event Planning Checklist for Non-Church Related Events

It is our desire that your event be a smashing success! Experience has shown that often times important details get overlooked that could really enhance (or harm) your event. In response we've developed this checklist to help you think through those details. It may seem daunting at first, but we believe that taking the time to think, plan and communicate will serve you, your event, and our God, best in the long run!

Event Title/Purpose (e.g. wedding shower, group meeting, birthday party):
Person in Charge (name, phone, address, e-mail):
REQUESTED Date/Time/Frequency: <i>(Note that we will do our best to accommodate requests, but events have to be considered in light of other church events and activities. We encourage ministries to plan their major events on an annual or at least quarterly basis)</i>
Who is invited (e.g. family, friends, outside group, business associates)?
Cost information: A fee of \$50 is requested for outside, non-business related events.

Facility and equipment requirements:

Basement	Y	N
Kitchen	Y	N
Café	Y	N
Classroom # _____	Y	N
Sanctuary	Y	N
Sanctuary A/V equip.	Y	N
Portable sound equip.	Y	N

Do you have or need a key to the building or any of the rooms? Y N <i>If yes, specify:</i>
What are your set-up & clean-up plans (the facilities must be left clean and orderly, with all equipment returned to its "home")?

Completed forms can be turned into the office, placed in the offering box, or e-mailed becky@midlandvineyard.com (e-mail is preferred). We will respond within one week of submission.

Staff Approval _____ Sr. Pastor _____