

PODQ Event Planner Template

Please present all events to church office at least one month prior to the date of the event for approval

1. Department _____

2. Type of Event _____

3. Date of Event _____

4. Location of Event _____

5. Goal of Event _____

5. Number of people needed to work the event _____

6. Are young people and children appropriate to work this event? Yes____ No____ Maybe____

7. If you answered maybe on question 6 please list the concerns regarding children working.

8. Supplies needed:

_____ Tables (specify number _____)

_____ Chairs (specify number _____)

_____ Activity specific signs (specify number _____)

_____ Flyers and/or Brochures

_____ Church banners

_____ Money box (specify if change is needed)

9. Please list all other supplies needed for the event, i.e. water hoses, extension cords, trailers, lights, soap, brushes...

10. Specific departments requested to assist with this event:

1. _____ Facility Operations (tables, chairs, extension cords etc.)

2. _____ Promotions (advertising, church banners, signs, brochures, flyers, etc.)

3. _____ Church Office (money box, reservations, business approvals)

4. _____ Transportation

5. _____ Other department specific participation

Department Head _____ Date submitted for approval _____

Event approved by _____ Date approved _____

**For additional information to be presented please use the back of the form*