

Program Planning Form (Due 4 Weeks Prior to Event – Submit Completed Form to Church Office – Do Not Separate)

Event Coordinator ▪ Ministry ▪ Submission Date			
Name			
Contact Information	Email	Phone: (H)	(C)
Ministry			
Current Date			
Event Information	Event Location:		
Event Name:		<input type="checkbox"/> Sanctuary	
Event Date(s):		<input type="checkbox"/> Fellowship Hall	
Event Start Time:		<input type="checkbox"/> Chapel	
Event End Time:		<input type="checkbox"/> Other Please Specifiv	
Anticipated number of attendees:			
Summary of Budget Information			
Media Equipment Rental*: _____			
Food Services: _____			
Facilities Rental*: _____			
*Rental may be needed. See below.			
Mahalia Jackson Fellowship Hall (MJFH) Please Sketch Your Set-up Below			
MLK Ave Entrance			
Exit Toward Wellspring Wellness Center			
Willow Street Entrance			
Kitchen			

MTM (Media & Tech)		Our Daily Bread (Food Services)		Facilities Ministry	
Equipment Needs:	<input type="checkbox"/> Microphones ____ # Needed <input type="checkbox"/> Projector <input type="checkbox"/> Portable Screen <input type="checkbox"/> TV/VCR ____TV/DVD <input type="checkbox"/> Other _____	Breakfast <input type="checkbox"/> Continental (coffee, tea, juice, pastry) <input type="checkbox"/> Hot buffet (eggs, bacon/sausage, grits, biscuits, coffee, tea, juice) Other _____	Facilities Request <input type="checkbox"/> Podium <input type="checkbox"/> Dry Eraser Board <input type="checkbox"/> Tables and Chairs ____ # of Tables ____ # of Chairs <input type="checkbox"/> Chairs Only ____ # of Chairs	Brief Description of Event's Purpose: _____ _____ _____	
Sound System Coverage:	<input type="checkbox"/> Power up Media Equipment <input type="checkbox"/> Microphone/Sound Check	Lunch <input type="checkbox"/> Lite: Sandwiches & Salad <input type="checkbox"/> Hot Buffet (Circle Chicken or Beef or Pasta) <input type="checkbox"/> Beverage (Circle Tea or Punch or Lemonade) <input type="checkbox"/> Dessert(Circle Chocolate Layer Cake, Pound Cake, Sheet Cake) Other _____	Set Up Description (Diagram to the Left) Meal Function <input type="checkbox"/> Dining Room Style ____ Calvary Tables ____ Round Tables* <input type="checkbox"/> Cocktail Style*	Program Theme: _____ _____	
Support by Media Person:	<input type="checkbox"/> Yes ____No <input type="checkbox"/> Audio Only ____Audio-Video	Dinner <input type="checkbox"/> Buffet ____Plated <input type="checkbox"/> Entree (Circle Chicken or Beef or Pork or Pasta) <input type="checkbox"/> Vegetable (Circle String Beans, Vegetable Medley, Peas) <input type="checkbox"/> Bread (Circle Assorted Dinner Rolls or French Bread) <input type="checkbox"/> Beverage (Circle Tea or Punch or Lemonade) <input type="checkbox"/> Dessert(Circle Chocolate Layer Cake, Pound Cake, Sheet Cake) Other _____	Meeting <input type="checkbox"/> Classroom Style <input type="checkbox"/> Theatre Style <input type="checkbox"/> U Shape <input type="checkbox"/> T Shape  *Round & Cocktail Tables must be rented	Evangelistic Component: _____ _____	
Length of Time for Media Support:	Set-up Time: _____ End: _____	Lighter Fare (Snacks & Beverages) <input type="checkbox"/> Cookies ____Hot Hors'deuvres ____Yogurt <input type="checkbox"/> Cheese & Crackers ____Fruit ____Granola Bars <input type="checkbox"/> Beverage (Circle Coffee or Tea or Juice or Water) Other _____			
Special Cueing/Timed Support During Event:	<input type="checkbox"/> Play CD ____Track # <input type="checkbox"/> Show DVD ____Start Time <input type="checkbox"/> Display PowerPoint <input type="checkbox"/> Display Skit Video				
Recording:	<input type="checkbox"/> CD (Audio) <input type="checkbox"/> DVD (Audio-Video)				