

MINISTRY PLAN WORKSHEET

Worksheets are to be turned into Natalie Alexander in the church office at least **TWO WEEKS** prior to the event.

Event Name _____

Date(s) _____ Day(s) _____

Time from: _____ to: _____ Set-up time: _____

Contact Person _____ Phone _____ Email _____

Space requested _____

Reserve Church Van? White Van (2015) / White Tall Van (2019)

Driver _____ (must be approved by church)

How many people are you planning for? _____

Will any media equipment be needed? No / Yes-What _____

Are there any food needs? No/ Yes. If yes, please contact Sloane Harper TWO WEEKS prior to the event at sharper@fsfumc.org _____

Do you want this event in the church communications? Yes No (**ONE BOX MUST BE CHECKED**). If yes, please contact Natalie Alexander at nalexander@fsfumc.org with details TWO WEEKS prior to the event.

Is Child Care needed? No/ Yes. Ages _____ How many _____
Must contact Ashley McNeal at least 2 weeks prior to event at amcneal@fsfumc.org

Any special set up for tables and chairs? No/ Yes _____
If yes, please contact Dan Thomas TWO WEEKS prior to the event at dthomas@fsfumc.org or 479-782-5068.

Sketch your set-up needs here or on a separate page.

Office Use Only

Diane

Dan

Trevor

Ashley

Sloane

ANY QUESTIONS? Call Natalie Alexander at 479-782-5068 or email nalexander@fsfumc.org

Submitted by _____
Date _____



Approved by _____
Date _____