



MINISTRY PLAN WORKSHEET

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

Event Name _____

Date _____ Time _____

Contact Person _____ Phone/Email _____

Space requested _____

Reserve Church Van? White Van _____ Grey Van _____ People Mover _____
Driver _____ (must be approved by church – with license on file)

What is the purpose of the event? (Describe the event)

How many people are you planning for? _____

Will any equipment be needed? _____

Are there any food needs? Yes ___ No ___ If so, make arrangements with the kitchen staff **TWO WEEKS** prior to the event. Menus are decided by sponsoring group and kitchen staff.

Do you have any need to publicize this event in the church communications? ___ Yes ___ No
(bulletin, newsletter, website, social media, etc.) please contact Diane Wing at dwing@fsfumc.org.

Is Child Care needed? If so, what ages & total number? Yes ___ No ___

Must contact Sally Ware at least 2 weeks prior to event

Any special set up for tables and chairs? _____

Sketch your set-up needs here.

Submitted by _____

Date _____

Approved by _____

Date _____