

# Event Plan Sheet

Today's Date: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Event: \_\_\_\_\_

Adult Leader: \_\_\_\_\_

Phone: \_\_\_\_\_

Room(s) /Place of Event \_\_\_\_\_

e-mail: \_\_\_\_\_

Start Time \_\_\_\_\_

Ending Time \_\_\_\_\_

Bus Driver \_\_\_\_\_

Chaperones \_\_\_\_\_

Estimated No to Attend \_\_\_\_\_

Medical Permission Form: \_\_Yes \_\_No

Childcare: \_\_\_\_\_

Clean-Up \_\_\_\_\_

## Communications:

\_\_\_ Newsletter

\_\_\_ Posters

\_\_\_ Pulpit Announce.

\_\_\_ Newspaper

\_\_\_ Bulletin Board

\_\_\_ Other:

\_\_\_ Letter/Postcard

\_\_\_ Phone Call

## Equipment Needed:

\_\_\_ Overhead Projector

\_\_\_ VCR/DVD

\_\_\_ tape/cd player

\_\_\_ screen

\_\_\_ video projector

\_\_\_ number of chairs

\_\_\_ display wall

\_\_\_ power cord

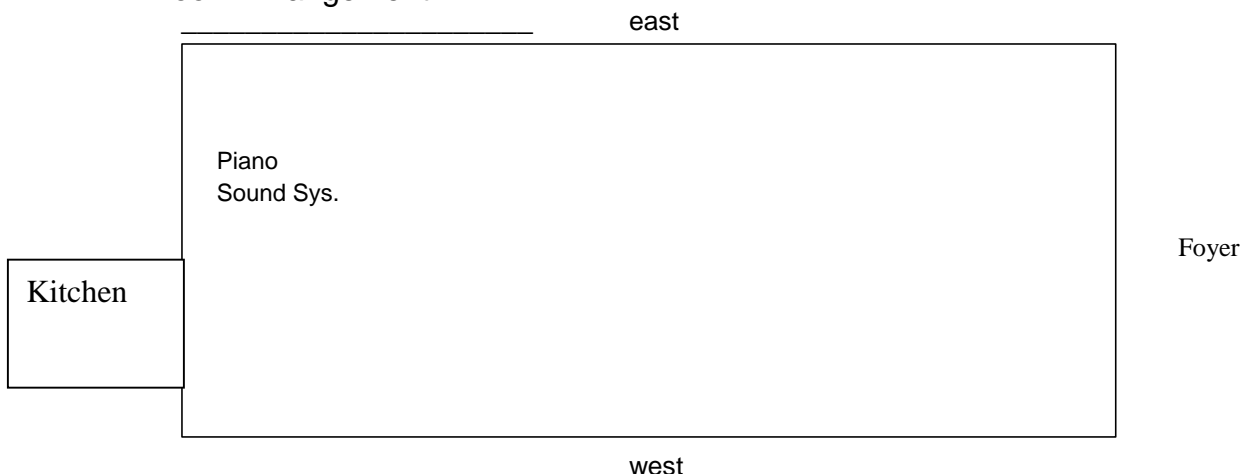
\_\_\_ table (long)

\_\_\_ other

\_\_\_ Sound System

\_\_\_ table (round)

## Room Arrangement



Comments: on back

\_\_\_ east walls down

\_\_\_ west walls down

\_\_\_ all walls down