

**Eagle Ridge Church of God - Event Planning Checklist**  
**For those who attend Eagle Ridge on a regular basis.**

It is our desire that your event have eternal value! Experience has shown that often times important details get overlooked that could really enhance (or harm) your event. In response we've developed this checklist to help you think through those details. It may seem daunting at first, but we believe that taking the time to think, plan and communicate will serve you, your event, and our God, best in the long run! **All questions need to be answered.**

<b>EVENT NAME</b>	
<b>REQUESTED Date and Time</b> (Note that we will do our best to accommodate requests, but events have to be considered in light of other church events and activities. We encourage ministries to plan their major events on an annual or at least quarterly basis.)	Start Date_____ End Date_____ Start Time_____ End Time_____
<b>Set up time/clean up time (hours)</b>	Set up _____ Hours / Clean up _____ Hours
Is this a recurring event?	
<b>Please describe the event</b>	
<b>Number of people expected to attend</b>	How many people_____
Do you want your event posted to our web-based calendar? Or, to be posted to internal staff only?	
<b>Sponsoring Ministry</b>	
Category of the event (e.g. meeting, training, wedding, outreach, prayer)	
<b>Person in Charge</b> <b>(name and phone number)</b>	
Address of event, if other than Eagle Ridge Church of God	
<b>Event Purpose</b> (Simply, what are you trying to accomplish with this event?)	
<b>Cost Information</b> (Include deadline for tickets, scholarship information, church funds required & approved.)	
<b>What are your facility and equipment requirements?</b> <b>What room(s) are you requesting?</b> <b>(The Lobby, Eagle's Landing, kitchen, The Family Life Center, class rooms 102-106, 111-115)</b> Please note the following: Set up and tear down of tables and chairs are the responsibility of the using party. It is suggested that a list of table and chair locations be made before moving them (refer to pictures on the doors). This will help in putting items back where they belong.  The using party shall furnish all food, including coffee, tea, cream, sugar and ingredients for punch ( <b>NO RED PUNCH</b> ). Table coverings and all paper goods (plates napkins, plastic table service, etc...) must also be furnished by the using party. <b>Please make a drawing of how you want the room to look.</b>	<ul style="list-style-type: none"> <li><input type="radio"/> Classrooms How many_____</li> <li><input type="radio"/> FLC</li> <li><input type="radio"/> Lobby</li> <li><input type="radio"/> Kitchen</li> <li><input type="radio"/> Computer Equipment &amp; Shooter</li> <li><input type="radio"/> VCR/DVD - monitor</li> <li><input type="radio"/> Church Van &amp; Driver</li> <li><input type="radio"/> Tables # _____</li> <li><input type="radio"/> Chairs # _____</li> <li><input type="radio"/> Table cloths &amp; napkins (ask for form)</li> </ul> <p><b>Set up:</b> How do you want your room/rooms set up? Draw a map or See Facility Manger – this is your responsibility.</p>
<b>What support services will be needed:</b>	<ul style="list-style-type: none"> <li><input type="radio"/> Child Care</li> <li><input type="radio"/> Custodial</li> <li><input type="radio"/> Food Services PIC</li> <li><input type="radio"/> Instruments</li> <li><input type="radio"/> Sound - Name _____</li> <li><input type="radio"/> Lights – Name _____</li> <li><input type="radio"/> Projection – Name _____</li> <li><input type="radio"/> Pastoral Support – Name _____</li> </ul>

	<ul style="list-style-type: none"> <li>○ Publicity</li> </ul>
<p><b>What provision will there be for childcare?</b>  <b>NOTE:</b> All child care providers must be approved through the Eagle Ridge Risk Management guidelines.</p>	<ul style="list-style-type: none"> <li>○ Childcare (Risk Management approved check with office)</li> <li>○ Where _____</li> <li>○ Cost _____</li> <li>○ What is the start time for providing childcare _____</li> <li>○ What is the end time for providing childcare _____</li> <li>○ How many children ages 0-4 _____</li> <li>○ How many children ages 5-17 _____</li> </ul>
<p><b>Who is the (keyholder) for the event?</b>          (This support service is required to assure that a keyholder will be available to open and close the building and rooms.)</p>	Name _____
<p><b>If you request Eagle's Landing or the Kitchen,</b>          (please review the policy for use Kitchen Use Policy.)</p>	
<p><b>If you request the Family Life Center,</b> please review the guidelines for "Sunday ready" set up.</p>	
<p>What is the sign-up method?          (e.g., tickets, Weekly Guide, the Information Center, not required?)</p>	
<p>Would you like it posted on a bulletin board? (must be submitted to the office and approved prior to posting)</p>	
<p><b>Bi-Weekly Newsletter</b> (please refer to the communication policy) E-mail text to <a href="mailto:office@erchog.org">office@erchog.org</a>          (Deadline is Tuesday at 5:00 pm.)</p>	
<p>Do you want flyers in church mail box, etc. Please give us the date that is to be in the mail boxes.</p>	Who will create the flyer _____
<p>Special insert or brochure (Who has them, who will print, when to insert, etc? Who is responsible for the cost of printing?)</p>	
<p><b>Please note that announcements are only made during Worship on Sunday that affect the entire congregation.</b>          (who, when, what – note these must be planned 3-4 weeks in advance and still may not be approved depending on what else is going on.) Will be approved by staff</p>	
<p><b>Will there be any phone calling to the church family?</b>          (We cannot do this via the office staff, but desire to know if it will be done by anyone in an official capacity – include details of who, when and how.)</p>	
<p><b>Discuss your plans, thoughts on how to incorporate our vision and values. Please have this approved by your committee chairperson.</b></p>	

Completed forms can be turned into the church office. We will respond within one week of submission. A finalized copy will be sent to each Committee Chairperson.

Staff Approval \_\_\_\_\_

Date \_\_\_\_\_