

OUR SAVIOR LUTHERAN CHURCH
PLANNING WORKSHEET

Today's date: _____
(Events will be put on the calendar when worksheet is turned in to the office.)

Event title: _____

Ministry sponsoring event: _____

Contact person, name & phone number _____

Is this a Fundraiser? Yes _____ No _____

If so, how will funds be used? _____

Beginning date: _____ Ending date: _____

Frequency (circle): One time only Daily Weekly Monthly Other _____

Time of event: Beginning: _____ AM PM
Ending: _____ AM PM

Facilities needed:

- _____ Sanctuary
- _____ Parish Hall
- _____ Friendship Room
- _____ Classroom A, B, or C
- _____ Living Faith Center
- _____ Lobby area
- _____ Library
- _____ Gym
- _____ Classroom(s) _____

Equipment needed:

- _____ Sound & projection system & operator
- _____ TV & VCR
- _____ Overhead projector & screen
- _____ White board & markers
- _____ Portable projector & screen

Nursery needed: Yes No

Publicity type & dates:

Bulletin				
Newsletter				
Flyers				
Postcards				
Letters				

Contact person is responsible for providing information for publications.

Council Approval _____