



Ministry Event Planning Form

Use this form if any of the following apply:

- This event is open to the community
- Money will be collected
- Childcare is needed
- Publicity needs to be coordinated with the front office

Event: _____

Date: _____ Time: _____

Is this a fundraiser? yes no If yes, please attach an approved Fundraiser Request

Organizer: _____

Phone: _____ Email: _____

Ministry Area: _____

Please fill out and turn into the front office

How does this event further the vision of NFUMC?

Being neighborhood church (ministries that welcome others to the Church and community of faith; service ministries):

Experiencing a life-changing relationship with Jesus (ministries of worship, education, and discipleship):

Being a welcoming church family (ministries that take the Gospel to those outside the church):

Activities

Who is in charge:

What:

Food

Who is in charge:

What will be served:

Provider:

Paper goods (note: if additional items are needed, please let the front office know at least by Monday beforehand):

Location

Room(s) needed or off-site:

Set Up:

When:

Who is in charge:

Special requests:

Clean up:

Time expected to be finished:

Who is in charge:

Equipment needed:

Bus - who will drive?

Van - who will drive?

Multimedia tech:

Other:

Registration/Payment

None Email Web form Bulletin tear off

Who creates registration:

Who collects registration:

When is registration due:

Who checks registration at event:

Will you collect money at time of registration? yes no

If yes, do you want electronic payment on the website (note, this costs the church 2.75% of the payment) yes no

How much is registration?

Will you collect money at the event? yes no

Do you need a cashbox? yes no

How much change do you need on cashbox?

Who will be responsible for collecting the money?

Budget account for any expenses incurred:

Child Care

None Infant-2 years 3-5 years

Hours to work: from _____ to _____

If paid care givers are not available, who will find sufficient, Safe Sanctuary approved volunteers:

Other notes:

Publicity

Note: all approved events are listed on the website calendar and in the Sunday announcements weekly calendar. Use this area if you want additional publicity.

Sunday Announcements -

Plan on a a large announcement with graphics in the bulletin the Sunday before the event and a five line max blurb two Sundays before that. Otherwise, contact the front office for possibilities.

Submissions are due Wednesday morning before the Sunday published

Dates wanted for blurb:

Date wanted for large with graphics:

Who will submit:

Newsletter -

Which one:

Date to submit (25th of the month preceding):

Who will submit written info:

Website -

Please contact front office about possibilities

Who will submit:

Poster/flyers:

Who will create:

What help do you need from the front office (printing, etc.):

Other (local newspapers, other churches, etc.)

Where:

When:

Who will organize:

For Office Use:

Date rec'd:

Approval:

Date on calendar:

Date to finance:

Date to Children's:

Finance notes:

Other: