

CMBC Event Planner Form

Please make sure your date is approved for the church calendar before filling out this form.
Contact Amanda Vargas with questions or for approval: 717-442-8161, avargas@calvarymonument.org

Download this form, open it on your computer, fill it out, save it, and email it to Amanda.

EVENT DETAILS

Event Name	
Event Date (include day of week & year)	
Contact Person	
Phone	Email

Ministry leader approval (name) _____

Who may attend?/Who is the event for? _____

Time

Set-up start time _____

Event start time _____

Event end time _____

Tear down end time _____

Location

CMBC rooms requested _____

Offsite location (include address) _____

Resources

Sound tech needed? ☐ NO ☐ YES

Other resources needed? ☐ TV & laptop ☐ Projector & Screen ☐ Lobby Display Table
☐ Other (explain): _____

Tables needed? ☐ NO ☐ YES # round: _____ # oblong: _____

Chairs needed? ☐ NO ☐ YES how many? _____

As of July 1, 2023, **event set-up** (tables, chairs, etc.) is the responsibility of the event coordinator/ministry leader/ministry team planning the event.

If your event requires **childcare**, you are responsible to recruit volunteers and reserve childcare rooms. The Children's Ministry Leader can offer suggestions but does not recruit or schedule child care workers for your event.

REGISTRATION

Registration deadline _____

Dates to have registration available (usually 3) _____

Registration methods

- ☐ Communication form - printed & online (*best for events that don't require payment*)
- ☐ Lobby sign-up table (*best for events that require payment or where more info is needed from registrants*)
The office will set up a table and can create a sign-up sheet & sign; you or someone on your team will need to "man" the table.
- ☐ Online registration form (*best for events that are open to the public*)

Registration Details

What info should we ask for on the communication form/sign-up sheet?

Payment

Does your event require payment? ☐ NO ☐ YES, I'll need a money bag & change for my sign-up table

If yes, first date you will need the money bag? _____

The registration/ticket cost for my event is _____

PUBLICITY

Event Description

Write a description for your event for the bulletin & Link. Include information such as:

- the purpose of the event (why should people want to come?)
- who is invited to this event (age, grade, group, etc.)
- how to RSVP & the sign up deadline
- the cost
- who can be contacted with questions or to volunteer help
- any other information you would like included in the announcement

This information should be publication ready (check your spelling, details, grammar, etc.). The office staff should not be expected to create your event description. You may email a document to us if you need more space/time.

Publicity Dates

When should we include your event within CMBC? Sunday, _____
Usually 3 or 4 Sundays Sunday, _____
Sunday, _____
Sunday, _____

Publicity Methods

- Where should we publish your event?
- ☐ The Weekly (bulletin)
 - ☐ The Link (biweekly email newsletter)
 - ☐ Announcement slide
 - ☐ Social media (Facebook & Instagram)
 - ☐ Poster on bulletin board
 - ☐ Bulletin insert - date(s)? _____
 - ☐ Outside publicity (community calendars, ads, etc)
 - ☐ Other:

Any details or requests not covered by this form?
(Example: additional info to include on insert? Are you
designing your own materials? etc.)