

EVENT REQUEST FORM

Department: _____ Department Head: _____
Leader: _____ Email: _____
Event Name: _____
Date of Event: _____ Time: _____
Audience: _____

AT NORTH CENTRAL
WE ENVISION A
CHRIST-CENTERED,
RELATIONAL,
RELEVANT AND
MULTIPLYING CHURCH!

Purpose

| The Why |

- Christ-Centered Relevant
 Relational Multiplying

Explanation _____

People

| Who's involved in Planning? |

Plan

| Summarize the Planning Timeline |

ONCE THE REQUEST FORM HAS BEEN RECEIVED AND REVIEWED, YOU
WILL BE CONTACTED BY THE CHURCH OFFICE ABOUT FINAL APPROVAL.

*“If you want to build a ship,
don't herd people together to
collect wood and don't assign
them tasks and work, but rather
teach them to long for the
endless immensity of the sea.”
~Antoine de Saint-Exupery.*

North Central
Assembly of God

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SPACE USAGE & RESOURCES

Set up/clean up of an event is the responsibility of the ministry leader. You may choose to recruit a team who will assist you in executing the items below:

- Wipe Tables & Chairs
- Reset Tables & Chairs
- Place used items back in original locations
- Scan floor for items to be picked up
- Clean whiteboards/blackboards
- Carry trash to dumpster, if more than one bag
- Close & lock windows
- Turn lights off

Resources Needed:

- Church Unlocked/locked
- Sound System/Personnel
*Church Office will make personnel arrangements
- Projector/Computer
- TV/DVD/VCR
- Church Van/Truck
Primary Driver: _____
Secondary Driver: _____
- Rooms Requested:
*It is necessary for the office to know rooms needed and number of tables/chairs since the office needs to manage the events being held at the church.
- Tables # _____
- Chairs # _____

*Once reviewed, you may receive additional forms to submit for final approval.

Office Use Only:

Received On: _____	Approved By: _____
Additional Info Needed? _____	Approved On: _____
Info Request Sent on: _____	Approval Sent On: _____
New Info Received on: _____	Meeting Request Sent On: _____

Need help? Want to fill out the form? Here is what to consider...

*PURPOSE

What part of the mission is this event dedicated to supporting (Christ-Centered, Relational, Relevant and Multiplying)?

You may want to include why you feel this event will support selected purpose.

*PEOPLE

This is the team that will drive the event.

List the names, phone numbers, roles & responsibilities of each of your planning team members.

*PLAN

TIMELINE:

What are the elements that need to happen to accomplish the PURPOSE of the event?

Research those elements out, plan how to use researched elements, execute that plan and evaluate how your event was executed so that you can review its strengths and weaknesses to make your event more effective each time.

RESEARCH

Consider: times, locations, costs, equipment/supplies equipment needed, information needed, obtain budget and compare ideas with budget feasibility.

When choosing a date, be sure to allow for enough time to plan, execute and evaluate the event with excellence.

When choosing a vendor, using a service or finding a location, consider more than one selection for price comparison and feasibility.

PLANS

Consider: Promotion plan (promotion lead times and calendar deadlines), event format, event layout, event collateral (print media at event for visual purposes, such as banners or flyers, videos needs power points) delegated program areas. Consider planning to the ideal, plan big and have big ideas, use resources that you might have to help you plan big. Make an impact.

If you need to use NCAG equipment, staff or services, that time will need to be scheduled in advance to accommodate everyone's needs/schedule.

EXECUTE

Consider: Each team member participating in executing a portion of the event/service.

EVALUATE

Consider: Evaluating the event as soon as possible after the event, as details on what happened are fresh in everyone's mind.

By having coffee as an event team together at the conclusion of event or having breakfast as a team the next day.

Consider: Evaluating strengths/weakness/and quickly brainstorm how to improve those weaknesses for next time. Evaluate how effectively or ineffectively the event championed its intended purpose. Brainstorm on how to execute an event that takes the purpose even further next time.

Write these down and file them for the next event as something to adding to your planning stage.

Consider: Having a wrap up conversation/email with or to your lead Pastor to report on how the event was and its evaluation.