

Event Request Form

Your info

Name (first, last)

Email address*

Phone number

Please list all point persons for this event

Event Details

Event title

This is what we will call the event on the website, social, etc.

Location

Date

Time

Estimated budget

Estimated attendance

Will the event need registration of any kind?

- Yes
- No

What kind of event should this be communicated as?

- All church
- Youth
- Kids
- Small group
- Men
- Women
- Other

How would you like this event communicated?

Please check all that apply.

- Website
- Sunday morning announcement
- Social media
- Weekly email
- Flyer or invite

Will there be childcare?

- Yes
- No
- Not sure yet

Event Purpose

We want this event to be supported, awesome, and well-communicated. Below are some questions to help make that happen!

What is the purpose or heart behind the event?

i.e. To bring all of our youth together for a night of fun. We would like to help them form stronger friendships with each other.

What's your vision for this event?

Event description

Please write out a description we can use to talk about this event. This will be used for announcements, social posts and flyers.

Please add anything else you'd like to say here!