

Central College Presbyterian Campus Regular Event Planning Sheet

Event and activity leaders complete this form at the beginning of planning and give to the Church Administration office when planning and scheduling a regular event. This information assists the Church staff and leaders to understand, modify if needed, approve and coordinate support for the requested event or activity.

- 1. Event title or description: _____
- 2. Leader's Name, Phone, Email: _____

- 3. Date(s) proposed for the event: _____
- 4. Sponsoring ministry or organization: _____
- 5. Other Key Leader(s): _____
- 6. Requested Location(s): _____
- 7. Number of volunteers providing for:
 - Set-up _____
 - Conduct of Event _____
 - Clean-up and put away _____
- 8. Number participants planned: _____
- 9. Furniture and equipment (tables, chairs, stage, etc): _____

 - Will event volunteers do the set up? _____. When? _____
 - If set-up support requested:
 - When _____
 - Please attach sketch or diagram for set-up.
 - Will participants take down, put away? _____. When? _____
(Custodian will provide instructions and supervision for take down/put away.) (See note 1)
- 10. Will event leader request audio or visual technical support? _____ (see note 2)
- 11. Will food and beverage be included? _____
- 12. Will event leader request use of kitchen and/or meal support? _____ (see note 2)
- 13. Any other support for space, people, furniture, vehicles or equipment anticipated?

- 14. Does this event use any Church funds? _____. If yes, from what account? _____
- 15. Will there be any cash or checks handled? _____. If yes, please describe the plan for lock-up, two person handling, making change and accountability: _____

- 16. Is there need for keys? _____. Will the Security Alarm System schedule need to be modified for this event? _____
- 17. Are youth (under 18 years of age) participating? _____. If yes, are all adult leaders approved with a current back-ground check on file with the church? _____
Please list names on the back.

- 18. Are there non-participating children/youth anticipated to accompany the event adult participants? _____ What will they be doing? _____ Who (with back ground checks) will be supervising, responsible for their good conduct and behavior? _____
- 19. Do you anticipate needing nursery facility support? _____ (see note 2)
- 20. Does your event need additional or outside trash receptacles? _____
- 21. What are the restroom plans? _____

- 20. Has the event been cleared for the calendar by the Church scheduler? _____
- 21. Are there other requirements of space or equipment, plans or risks that the Church leaders should know concerning this event to make a prudent decision on approving?

Other Remarks and Information:

List of All Adult Leaders who will be supervising youth during this event and your initials by each name verifying their respective background check on file with CCPC:

Note 1. Custodians should not be counted on to perform event specific duties beyond the normal set-up and tear down duties and facility related trouble shooting. The Custodian on Duty is normally on duty alone with campus wide responsibilities greater than any singular event or activity. Custodians have daily regular duties and responsibilities to perform which fill-up their available hours. They are not to work overtime without approval and cannot work "off the clock." _____

Note 2. Approved support for these items (A/V, kitchen, nursery) is coordinated separately with a specific Staff Member. _____