

Glory Christian Fellowship International
Event/Meeting Planning Form—Part I

(Changes and Additions may not be honored if submitted within 2 Weeks of Event)

Today's Date: _____ Department: _____

Name: _____ Title: _____

Phone (Day): _____ (Eve. /Message): _____ (Fax): _____

E-Mail _____

Event /Meeting Information

Title of Event: _____

Dates Proposed: 1st Choice _____ 2nd Choice _____

Start Time: _____ am / pm End Time: _____ am / pm

One time event Recurring - Describe: _____

Will there be costs associated with your event? No Yes (Complete Budget Approval & Attach Budget Worksheet)

Hospitality

(Based on the size and budget for the event, the sponsoring ministry may have to assume responsibility for ordering, picking up and serving the requested food items for their event)

Will food be served? No Yes - How many will be served? _____

Type of Service: Refreshments Cont'l Breakfast Hot Breakfast Light Lunch Hot Lunch
 Dinner Other: _____

Brief description of proposed menu: _____

Linen needs: Type, Size, Quantity & Color: _____

Budget Approval

(Meeting with Finance Department Required)

Approved Amount _____ In Process Denied Not Applicable

Equipment Reservation

(All Special Order items must be accompanied by a Purchase Requisition)

Screen TV VCR Overhead Projector
 Sound System Indoor Microphone _____ PowerPoint Set-up
 Special Equipment/Ministry (Specify): _____ (Outside Rentals require additional fees)

Decorations

(Based Upon Budget)

Balloons Flowers Room Table Other _____

(Specify Colors): _____ (Specify Theme): _____

ALL DECORATIONS MUST BE APPROVED PRIOR TO EVENT

Graphics/Communication

(Check as many as apply)

Announcement Flyer Banner Brochure Form Revision Web Ad
 Poster Copies: _____ Cards/Invitations New Form Breezeway Table

Other: _____

Announcement Wording- (Subject to editing): _____

PLEASE FILL OUT PART II OF FORM (ON BACK/PAGE 2)

