

# Impact Event Scheduler



Event Title

Today's Date:

Each event, as well as recurring events, need a separate Scheduler filled out

## 1 Who

Sponsoring Ministry:  Administration  Children's  Connections  Guest Services  Men's  
 Missions  Small Groups  Women's  Young Adults  Youth  
 Other: \_\_\_\_\_

Event Lead: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Ministry Director: \_\_\_\_\_

Who is this event for?

Whole Church  Specific Ministry  Other please name: \_\_\_\_\_

Estimated Group Size: \_\_\_\_\_

## 2 What

Purpose of event:  Reaching Up  Reaching In  Reaching Out

Event Description and Goals: \_\_\_\_\_

Room request for event (please check all that are needed)

- Worship Center  Foyer  Kitchen  Conference (104)  
 Nursery (101/102)  Youth Room (110)  Club 56 (118)  Jr. Church (116/117)  
 2's & 3's (103)  4's & 5's (113/114)  1st & 2nd (115)

For Offsite Events please give the following information:

Location Name: \_\_\_\_\_

Address: \_\_\_\_\_

## 3 When

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Set-up Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Tear Down Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

## 4 Childcare

- Childcare is needed (see below)  No childcare is needed  
 I plan on charging  My ministry will pay for childcare (Code # \_\_\_\_\_)

Estimated # of children: \_\_\_\_\_

Charges: \$5 for 1 child; \$10 for 2 - 3 children; \$15 for 4 or more children

If your ministry is covering childcare charges you will need to pay \$25 per adult, minimum of 2 adults (1 adult per 6 children)

Event Lead Signature

Office Coordinator Signature

Required Signatures

Ministry Director Signature



## 6 Promotion

All of the following requested information is subject to the approval of Impact staff.

**Weekly Program**

Program Dates Requested : 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Verbiage \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Will there be ticket sales?  Yes  No If yes, what is the ticket cost? \_\_\_\_\_

**Communication Card**

For **free** events we will put a selection box on our weekly Communication Card.

Dates Requested: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Posters**

We want your event to be a success. If you are unable to make your own posters please let us know that and we will design one for you. Please note that all posters and artwork **must** be approved five weeks prior to any public display of posters.

Please make for me  I will design Date to hang posters: \_\_\_\_\_

**Other**

Please outline any other special promotion requests here: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## 7 Set-up

If the Worship Center or Youth Room is being used for this event please make sure to fill out the additional Audio/Video form which has much more detailed information regarding the setup for your event.

I will need sound/lighting (Additional form required)

I will need table/chair set-up.

# of round or rectangle (circle one) tables \_\_\_\_\_ with \_\_\_\_\_ chairs at each location.

Please set up as drawn below

Administrative Use Only				
Activity Created	Staff Assigned	Participants Assigned	Attendance Posted	Other