

SpringHill

C h u r c h

EVENT PLANNING AND ANNOUNCEMENT FORM

Please use this form to request approval for and to schedule ALL events.

Event Planning Forms should be submitted 45 days prior to event.

****ALL areas must be filled out for approval***

Ministry:

Date Submitted:

Ministry Leader: _____

(Please provide as much detail about event as possible)

****Please do not assume if a date appears available on the website calendar, that it is available. For this reason, we ask that you please choose a second date to have your event.***

Date for Event: 1st Choice

*2nd Choice _____

Start and Finish Time: _____ / _____

Location of Event: _

When using SpringHill facilities, please indicate which room is desired for the event:

Room

Who will lead the event and be the responsible party? _____

Contact # of responsible party:

Plans to cover cost of event: ***Please give an estimated budget amount*** and list how event will be paid for, and whether or not church funds will be required. ***Any church funds will be subject to approval.***

Budget amount \$ _____ Church funds needed? Yes No

Comments: _____

Event will be funded by:

Recurring Events

If event is recurring (i.e. Monthly Women's Meetings), list which day of the week, start date and finish date (*per year*):

Day of Week (*i.e. 3rd Saturday of each month*)

Start Date

Finish Date

Childcare for Events

Childcare is needed for this event: **Yes** _____ **No** _____

I have contacted the church office to arrange childcare for this event: **Yes** _____ **No** _____

If you desire to provide childcare at any event you must contact the church office. The church office will be responsible for assigning childcare for each event. As a leader, your responsibility is to communicate to the church office as to how many people that are in need of childcare have signed up for your event and follow up with them as any changes occur.

Ministry Leaders are responsible for making arrangements with the Hospitality Leader concerning set up and décor and for having sound technicians, ushers, and security assist for each event (Please see Guidelines for Facility Use form).

Once event has been approved, the announcement will appear in the bulletin and video announcements and an event page will be set up with a link from the church calendar.

Date that you would prefer for announcement to begin: _____ end: _____

Office Use

Event page created: _____ Bulletin/Video announcement: _____ Email sent: _____

ALL email events/announcements will be created and distributed by the Administrative Office.

Would you like a hall sign/poster for your event? _____ **Yes** _____ **No** _____

Office Use

Created Poster _____

***Note: All announcements may be edited for email, bulletin and/or video segments**

In the space provided below, please write your announcement **legibly**. Please be sensitive to your audience and *be aware of the limited space in the bulletin* and the time for the video.

Headline:

Announcement Text:

Please read the Guidelines for Facility use. Per your initials, you (the Ministry Leader) will fully accept responsibility for any incident or situation that might occur while using church facilities. I have read and agree to the Guidelines for SpringHill Church Facility Use: _____ (*initials*)

**SpringHill calendar availability will be reviewed and a date confirmed by SpringHill Administration.
Event Planning Forms should be submitted 45 days prior to event.**

Office Use		Approval		Added to Calendar
Dates Confirmed	Date		Date	Added to church/outlook calendar: _____ Added to online calendar: _____