

PPC Event Checklist PACKET

*“Working **together** to use our time, talents and treasures to glorify the Kingdom of God”*

Thank you so much for taking the time to fill out the PPC Event form!

While it may take a few minutes to complete, please be assured that it will help promote the success of your event by ensuring that all the details have been thought out and embraced by the necessary committees and church leaders. It will also enable us to keep a history of church events, and next year provide the previous year’s information to assist in event planning and execution.

The partnership information at the end of the checklist will help ensure cooperation among the ministry teams that you may need to help you with the event, and the attached advertising/communication forms will ensure that your event is advertised in the appropriate manner.

Forms should be completed at least two months before your event, and copies should be brought to the resource team meeting where your event will first be discussed. A copy of all forms should also be placed in Box 77, the Advertising and Communications Box, before that resource meeting.

Please contact Andrew Starnes, Eastarnes24@gmail.com (704-651-5223), if you have any questions.

Thank you for being such an integral part of the ministry at PPC!

PPC EVENT CHECKLIST

(Please complete one form for each ministry/committee you want to partner with)

Event: _____ Date: _____ Start/End times: _____

Sponsoring Ministry/Group: _____ Contact Person: _____

Email _____ Phone: _____

Location: _____ Setup/Cleanup start/end times: _____

Purpose of Event : _____

Target Audience: _____ Estimated Number Attending: _____

Event Budget: _____ Funding Source: _____

Community Partners: _____

Make sure these items/forms are complete:

Church Calendar: ___ Building Use Form: ___ Committee Approval ___ Session Approval ___ Van Needed: ___

Advertising and Committee: ___ (complete attached form for advertising needs)

DESIRED MINISTRY PARTNERSHIP(s) - check all that apply

___ Christian Education (Youth and Sunday School) ___ Worship and Music ___ Building and Grounds

___ Evangelism and Outreach ___ Finance ___ Personnel ___ Deacon Board/Congregational Life

___ Presbyterian Women ___ Presbyterian Men ___ Session ___ Stephens Ministry

___ Other (Boy Scouts, Girl Scouts etc.)

Ministry: _____

Contact Person: _____

We need: _____ Deadline: _____ Completed: _____

We need: _____ Deadline: _____ Completed: _____

We need: _____ Deadline: _____ Completed: _____

We need: _____ Deadline: _____ Completed: _____

Ministry Partner _____

PLANNING NOTES:

Volunteers:

Name: _____ Task: _____

Name: _____ Task: _____

Name: _____ Task: _____

Name: _____ Task: _____

Name: _____ Task: _____

Name: _____ Task: _____

Name: _____ Task: _____

Name: _____ Task: _____

Name: _____ Task: _____

Event Feedback and Recap Meeting Notes:

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Advertising and Communications (ACC) Committee Request Form

(Return a copy of this packet to Box 77)

The ACC is eager to assist you in spreading the word about your upcoming event. While we can't hang posters for you, we can create them if we have the appropriate information – even adding pictures or graphics (which of course we will send to you for approval before printing!)

We can design banners as well, but since our advertising budget is limited to designated special events, it will be up to your committee to pay for the banner (\$150 and up per banner.)

We will be glad to publicize your event on social media – Facebook, Twitter, Instagram and more, as well as give it a spot on the website. Just let us know where you would like it to appear.

We will use the event checklist to get the basic information for your event: who, what, when, where, and why. If there is anything else you would like for us to know, please list it here:

Please advertise in the following formats (check all that apply):

Bulletin

Banner

EBlast

Philagram

Posters

Social Media

Sunday morning announcement slides

Website

Other (please explain) _____
