



MESSIAH

Event Planning Instructions

When planning a church sponsored event the following form should be completed by the event coordinator at least one month (if possible) prior to the event date. Submit completed form to office staff (office@messiahknoxville.org), and Jon Driskill (captd1109@gmail.com)

Important things to note:

- 1) It is your group's responsibility to leave the space as you found it.**
- 2) Only use the sound system, laptop computer or the projector if you have received training. Once used, it MUST BE packed back up and stored the way it was found.**
- 3) Funerals or other unforeseen church-related priorities take precedence over ALL scheduled activities. MLC reserves the right to cancel any activity if it becomes necessary to schedule a funeral.**

Thank you for taking the time to complete this form. It will help to make the event run smoothly!

Contact office staff and Jon Driskill with any updates or changes to your original submission.



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EVENT DETAILS

Date of Event: _____

Time of Event (start & end): _____

Name of Event: _____

Name of Ministry Team: _____

Name of Event Coordinator: _____

Email: _____ Phone: _____

Description of Event: _____

SET UP

Will you need time before the event to set up? ☐ Yes ☐ No How much time? _____

Will you need time after the event to take down? ☐ Yes ☐ No How much time? _____

How will the event be held? ☐ At the Church ☐ Via Zoom ☐ Via Facebook

If at church, which room(s) will be used? _____

If outdoors, what area(s) or space is needed? _____

Are tables and chairs needed inside? ☐ Yes ☐ No

Are tables and chairs needed outside? ☐ Yes ☐ No

If yes, do they need to be transported? ☐ Yes ☐ No (This isn't guaranteed, but we will try.)

Will you need assistance setting up tables, chairs, etc.? ☐ Yes ☐ No (Not guaranteed, but we will try.)

Please provide a set-up sketch by attaching to this form. ☐ Attached ☐ Will be sent

REGISTRATION AND ATTENDANCE

Who will be invited? ☐ Church members ☐ Community ☐ Via Facebook Live

Do you plan to collect registrations for the event? ☐ Yes ☐ No

What is approximate anticipated attendance? _____

(COMPLETE OTHER SIDE)

PROMOTIONAL PLAN

Do you plan to create a promotional graphic or flyer for event? ☐ Yes ☐ No

Would you like us to create a promotional graphic for this event? ☐ Yes ☐ No

If yes, include all details and any suggestions on what the vision is: _____

What date range would you like promotions to be run? *(Unless otherwise requested, info will be included in announcement sheet and weekly E-News.)*

A written announcement is advisable regardless of flyers and graphics.

Please submit that via email to office@messiahknoxville.org.

Event specific emails can be requested by emailing office@messiahknoxville.org

Otherwise it will be included in weekly E-News and bulletin announcement sheets.

AUDIO VISUAL NEEDS

Does there need to be audio or video system support provided? ☐ Yes ☐ No

(Not guaranteed, but we will try.)

Describe the audio & video system needs: _____

If outdoors, are covered areas needed? ☐ Yes ☐ No *(Not guaranteed, but we will try.)*

Describe the covered areas: _____

OUTSIDE AND LIGHTING NEEDS

If outdoors, will there be lighting needs? ☐ Yes ☐ No *(Not guaranteed, but we will try.)*

Describe lighting needs: _____

If outdoors, does the parking lot need to be restricted during the event ☐ Yes ☐ No

(Not guaranteed, but we will try.)

Describe the restricted parking areas: _____

Will assistance be needed after the event to remove non-church owned items? ☐ Yes ☐ No

Any additional information to share? _____