



# 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 Kristin ([office@messiahknoxville.org](mailto:office@messiahknoxville.org)), Michele Wilson ([vollady4@aol.com](mailto:vollady4@aol.com)) and Jon Driskill ([jdriskill@ameresco.com](mailto:jdriskill@ameresco.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 Kristin Kennedy, Jon Driskill and Michele Wilson with any updates or changes to your original submission.*



# MESSIAH

## Event Planning Form

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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 be 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

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### 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)

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## 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: \_\_\_\_\_

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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](mailto:office@messiahknoxville.org).*

*Event specific emails can be requested by emailing Kristin in the church office ([office@messiahknoxville.org](mailto:office@messiahknoxville.org))*

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

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## 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: \_\_\_\_\_

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## 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

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Any additional information to share? \_\_\_\_\_

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