

## Meeting & Special Event Planning Guide – CRC

### Meeting or Event Information:

### Budget:

Name of Meeting / Event \_\_\_\_\_ \$ \_\_\_\_\_

When will the event be held? Date(s): \_\_\_\_\_ Starting Time: \_\_\_\_\_

What is the entire time you want to reserve the room(s) for set-up, clean-up etc.?  
From \_\_\_\_\_ To \_\_\_\_\_

What room or area needed? \_\_\_\_\_ # of people attending? \_\_\_\_\_

WHO IS YOUR CONTACT PERSON DURING EVENT? \_\_\_\_\_ CELL PHONE # \_\_\_\_\_

Will you need a key and code to enter the building? \_\_\_\_\_ Please contact the church office (832-5968) prior to your event to obtain.

**ALL EVENTS ARE PENDING UNTIL APPROVED BY MINISTRY STAFF.**

### Promotion:

Email Michelle at [michelleg@crievewood.com](mailto:michelleg@crievewood.com) with special articles or announcements to promote your event.

### Check “Yes” for all that apply:

Items Needed	Yes	Instructions
<u>Special Room Set Up?</u> How many tables; what kind? Do you need chairs? Do you need white boards in room? Will you need projection equipment and/or screen? Will you need a podium? Do you need a TV/or DVD player? Will you need extra garbage cans?		Draw diagram on back of page           <b>YOU WILL NEED TO COME TO SET UP FOR YOUR EVENT DURING REGULAR BUSINESS HOURS PRIOR TO YOUR EVENT</b>
<u>Sound or Equipment Needed?</u> What kind of equipment do you need?		Contact Andrew Causey at 270-792-6252 to be trained.
CRC Kitchen Needed?		Please label any food stored for your event.
Church Hostess Assistance Needed?		Contact Anita Barron at 210-5040 or <a href="mailto:ataxleyr@comcast.net">ataxleyr@comcast.net</a> with details
<u>Guest Speaker/Musician?</u> Will you use CD or cassette tape?		

### Transportation:

To reserve the church bus, contact the church office for availability.

Name of driver: \_\_\_\_\_ Phone number: \_\_\_\_\_

Signed: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**Please give copies of this form to Melissa or the Church Office.**