

Meeting & Special Event Planning Guide – Off Site

Meeting or Event Information:

Budget:

Name of Meeting / Event _____ \$ _____

When will the event be held? Date(s): _____ Time: _____

Where will the event be held? _____ # of people attending? _____

WHO IS YOUR CONTACT PERSON DURING EVENT? _____ CELL PHONE # _____

Promotion:

Email Michelle at michelleg@crievewood.com with special articles or announcements to promote your event.

ALL EVENTS ARE PENDING UNTIL APPROVED BY MINISTRY STAFF.

Transportation:

To reserve the church bus, contact the church office for availability. Driver must be on church's Insurance list.

Name of driver: _____ Phone number: _____

Signed: _____ Phone: _____ Date: _____

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

Rev. 1/2016