

Mission/ Event Form

Point Person:	Phone Number:	Email:	
Event Name:	Date:	Time:	Permission Slip:
Targeted Group:		Location:	
Source of Media: (also fill out Media Form)			
Purpose of Event:			
Use of Church Facilities Form turned in to office:		Est. Cost \$	Actual Cost \$
Est. Attendance:	Actual Attendance:	Set Up/ Tear Down Person(s)	

Volunteer	Phone Number	Email	Responsibility

How or What is needed to accomplish this event?

Who will purchase supplies? And When?

Additional Notes:

Evaluation of Event

Would you recommend this event for the future? Why?

What went well?

What would you do differently?