

## Offsite Event Planning Form

**Fill out this form – submit a copy immediately to the Church Office so Pastor & Leadership are informed of your event. Keep your copy as a working document.**

Name of Event: \_\_\_\_\_ Departure Date: \_\_\_\_\_  
(Check Church Calendar)

Contact Person: \_\_\_\_\_ Time: \_\_\_\_\_

Phone: \_\_\_\_\_ Return Date: \_\_\_\_\_

Location: \_\_\_\_\_ Time: \_\_\_\_\_

Group Responsible: \_\_\_\_\_ Number of People Attending: \_\_\_\_\_

- Did you discuss & gain approval from your Committee & Committee Chairperson? YES  NO   
 - If YES Continue – If NO Stop! Go back & get approvals.
- Which of the following persons or committees need to be involved in the planning?

\_\_\_\_\_

\_\_\_\_\_

- Please Check off all of the following elements needed for the Event:

	Made Contact	Check when Completed	Date
<ul style="list-style-type: none"> <li>▪ Has the Lord lead you to conduct this event? Did you pray as a group first? Yes _____ No _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ Emergency Contacts:</li> <li>- Cell Phones _____ <input type="checkbox"/></li> <li>- Hotel Name _____ <input type="checkbox"/></li> <li>  Phone _____ <input type="checkbox"/></li> <li>- Retreat/Conference Center _____ <input type="checkbox"/></li> <li>  Phone _____ <input type="checkbox"/></li> <li>- Faith Alive Contact _____ <input type="checkbox"/>  <small>(Pastor or Church Administrator)</small></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ Chaperones for Event:</li> <li>  <u>Name</u>                      <u>Car Tag License #</u></li> <li>  _____</li> <li>  _____</li> <li>  _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ Vehicles &amp; Drivers – Copy of Photo License &amp; Insurance</li> <li>▪ Background Checks Complete &amp; on File? Attach</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ Approval:</li> <li>  Church Council Meeting Date _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ Communication:</li> <li>- Church Office <input type="checkbox"/></li> <li>- Church Calendar <input type="checkbox"/></li> <li>- Parental Consent Forms/Medical Condition <input type="checkbox"/></li> <li>- Info for Bulletins &amp; Newsletter (For church to be informed &amp; to pray for the group in their travel) <input type="checkbox"/></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ Financials</li> <li>- Check budget <input type="checkbox"/></li> <li>- Contact Treasurer for payment(s) <input type="checkbox"/></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ On File @ Church Office</li> <li>- Parental Consent Forms <input type="checkbox"/></li> <li>- Directions <input type="checkbox"/></li> <li>- Itinerary <input type="checkbox"/></li> <li>- List of Chaperones &amp; Contact #'s Home &amp; Cell <input type="checkbox"/></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	