

**EVENT PLANNER FORM**  
**HOPEWELL MORAVIAN CHURCH**

*When planning an event, please fill out this form and submit it to the church office. This will help us, as a congregation, to plan, coordinate, and promote the activities and work of the church. We will assist in communicating the details of your event. Please provide as much specific information as possible. If you have questions, please contact: Pastor Walter Bishop or Karen Miller.*

Today's Date \_\_\_\_\_

Name of the Event \_\_\_\_\_

Name of Group/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Target Audience (Church, Senior Adults, Youth, etc.) \_\_\_\_\_

Anticipated attendance \_\_\_\_\_

Is there a cost to attend? \_\_\_\_\_ If so, how much? \_\_\_\_\_

Is there a deadline for reservations? If so, when is that? \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Time(s) of Event \_\_\_\_\_

The event is  Onsite  Offsite (Where?) \_\_\_\_\_

Facilities/Rooms Needed \_\_\_\_\_

Allowing for set up and clean up, what is the time that the facilities/rooms are first needed? \_\_\_\_\_

What time will the facilities/room be completely returned to their usual good and clean condition? \_\_\_\_\_

*Please be certain to check with the church office as to availability of particular room(s). List all rooms needed.  
A separate room/space reservation form may be required*

I have access to the building (key)  I will need access to the building

Is Childcare being provided? \_\_\_\_\_

How will the Event be communicated?

Bulletin \_\_\_\_\_ Announcement during worship (bulletin preferred) \_\_\_\_\_ Website \_\_\_\_\_  
Hopewell News \_\_\_\_\_ Facebook \_\_\_\_\_ Other Social Media \_\_\_\_\_ CLC sign \_\_\_\_\_  
Newspaper \_\_\_\_\_ Radio \_\_\_\_\_ Province publications \_\_\_\_\_

*Please write a brief announcement for your event. Be sure to include all necessary information:*

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(Over)

The organization/person requesting the use of Church facilities for the above event hereby absolves the church, the pastor, staff, leadership, or members of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damages to the church office promptly. The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility. (See Christian Life Center Rules and Regulations)

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Signature of Responsible Party

Date

***For office use only:***

*Date Received* \_\_\_\_\_

*Approved by* \_\_\_\_\_ *Date* \_\_\_\_\_