

Event Form

Name of Event:

Date & Time of Event:

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Purpose of Event:

Approx. number of Attendees:

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Space needed (or location if not at St. Peter's):

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Planning Process (include timeline if needed):

People involved (include roles & responsibilities):

Main contact:	Phone #/Email:

Budget (all items to be purchased and their estimated cost):

Where are event funds coming from?(attendees should have the opportunity give to help fund every event)

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How will this event be shared/advertised?

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Event Form

Post-Event Reflection

Number of Attendees:

Actual Budget:

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What went well:

What could be improved upon:

Suggestions/ideas for next year:

Event Form

Event Checklist

- Submit the event form to the Parish Administrator
- Give announcements for the newsletter to Parish Administrator **6 weeks prior to the event**
- Submit requests for memorial funds to the Memorial Committee a minimum of **6 weeks** before the event
- Submit receipts to the church treasurer for reimbursement
- Tips for Planning
 - Give yourself enough time to plan the event
 - Consult with Council regarding support from the Congregation and/or donations
 - Make sure that event attendees have the opportunity to give to support the event
 - Ask for the tax ID form/Costco membership info when making purchases
 - If you need to use the kitchen, consult with the Kitchen Coordinators