GRACE
COMMUNITY CHURCH

Event Planning Guide

Please submit this Guide to the office 30 days in advance of the event and a staff person will contact you to complete your request.

Private event fee: $25. The following events are discouraged:

- Political rallies, fundraisers, etc.
- For-profit enterprises
- Events in conflict with our statement of faith or mission as a church

  Statement of Faith: www.gotgrace.info > Who We Are > Statement of Faith.

Event Coordinator (A GCC regular attender)

_____

Name   Cell number

Event Details

Purpose: _____

This is a: ❑ Private Event (complete this page only)

      ❑ GCC Sponsored Event (complete entire guide)
      (Small group, GCC-wide event, bible study, etc.)

Set Up Date: _____ Time: _____ to _____

Event Date: _____ Time: _____ to _____

Anticipated number of people: _____

Rooms Requested: _____

_____

Complete the remaining pages for GCC sponsored events such as small groups, GCC-wide events, bible studies, etc.

Building Better Relationships

Events planned and carried out with team effort helps build relationships, ignite ideas and share the responsibilities.

How many are on the team for this event? _____

Ongoing events

How often meeting: weekly, monthly, etc.: _____

Number of times meeting: _____ End date: _____

Location, if not GCC: _____

Equipment

Equipment requested: _____
(sound, lighting, video, coffee pot, refrigerator, etc.)

_____

Please confirm with Ministry Leaders when equipment used by their teams is requested for events. For example, in requesting use of the sound system and video equipment, either:

1) Ask a member of the team to run the equipment

2) Become trained by the team to run the equipment and get the leader's approval to run the equipment yourself

Supplies

Please provide needed supplies (coffee, cream, sugar, paper products, etc.).

Finances

$ _____ printing	$ _____ _____
$ _____ decorations	$ _____ _____
$ _____ food & beverages	$ _____ _____
$ _____ place settings	$ _____ _____
$ _____ child care	$ _____ _____
$ _____ honorarium	$ _____ cost per person

How will the event be funded?

❑ By GCC, was not planned in the budget

❑ By GCC, planned in the budget

❑ Self-funded

❑

_____

If this is a fundraiser, which ministry will it benefit? _____

_____

Promoting the Event Check all that apply:

❑ *Website publication date: _____

❑ *GraceVine date: _____

❑ Sign up sheet date: _____

❑ Other: _____

*Announcement verbiage: _____

_____

_____

_____

_____

_____

_____

Please see back side

Successful Events

✦ Have a clear purpose for your event (celebration, fellowship, discipleship, service, outreach, worship)

✦ Will the event be open to people outside of GCC? If so, ask yourself, How can we use this event to introduce people to Christ?

✦ Does the date compete with other events? Consider school calendars, holidays, sporting events, hunting season, GCC events, etc.

✦ Is there a team helping plan the event? What happens if you can't participate at the last minute?

www.gotgrace.info

248.438.6849

3275 Martin Rd, Commerce MI 48390