



First Covenant Church of Iron Mountain

125 East H Street, Iron Mountain MI 49801

906-774-5611

Event Planning Checklist

(To be used for Church-sponsored events)

- Name of Event: _____
- Contact Person: _____ Number: _____
- Dates: _____ Times: _____
- Volunteers should contact: _____
- Event description and goals: _____

- Rooms/Facilities Requested: Kitchen, gym, fellowship hall, fellowship kitchen, youth lounge, meeting room, Café, pavilion, parking lot, firepit, other: _____
- Equipment Needed: _____

Will any other equipment be brought in for the activity? Bounce house, gas grills, other: _____

****Some equipment may require special permissions due to insurance obligations.****

- Will your group handle set up and clean up or will you need assistance? _____

- How should this event be announced? (Circle all that apply)
flyers bulletin announcement slide Sunday Service announcement
Facebook page ChurchConnect Other: _____

Do you need someone to help design the flyers or slides? Yes No

- Approximate budget and where will the funds come from? \$ _____

- Are any permission slips required? (under 18) Yes No I'm not sure

- How can the office help? (i.e., Registration forms, ordering supplies, permission slips, etc.)

Office Notes: Date received: _____ Copy of this form sent to: _____