



Office Use Only/Approval

Received By: _____

Pastor's Approval: _____

Date Approved: _____

FBC EVENT PLANNING FORM

To ensure proper communication with the appropriate ministries for your upcoming event, please complete all required fields and return this form to the Church Office at least 3 weeks prior to your event. If you have any questions, please contact the Church Secretary, Kathryn Brockenberry, at 816-861-3252 (option 2) or churchsecretary@fbckcmo.org.

Please place the completed form in the Church Secretary's mailbox.

Ministry / Organization:

Today's Date:

Contact Person:

Home Phone:

Email Address:

Cell Phone:

Title of Event:

Date and Time of Event:

Type of Event:

Event Theme:

of people expected:

Request for Office Assistance:

Request for Office Assistance:

- Sign-up Sheets
- Posters Quantity: _____
- Tickets Quantity: _____
- Insert/Flyer Quantity: _____
- Post Cards Quantity: _____
- Other

Advertising

- Newspaper
- Radio
- Other Churches
- Website
- Mobile App

Dates Requested for Verbal Announcements:

Other Instructions:

Facility Requests

Areas Requested

- Sanctuary
- MPR
- Gymnasium
- Kitchen
- Nursery
- Classroom _____
- Off Campus

Tables Requested

- 6 Foot # of tables _____
- 8 Foot # of tables _____
- Round # of tables _____
- Chairs # of chairs _____

Event Supplies

- Podium
- Tablecloths
- Dividers
- Hospitality

Tablecloth and Decoration Guidelines

Please Note: Each ministry is responsible for the cost of tablecloths and centerpieces, which will come out of their ministry budget. For outside events, the organizers are responsible for their own tablecloths and decorations. The church can provide suggested vendors if needed. The church will supply linens for the serving tables only.

Custodial Requests

Requested Date and Time for Setup and Decoration _____

Special Instructions:

Prayer Needs

The Intercessory Prayer Ministry is available to pray for or at your event upon request.

Pray for my Event Pray at my Event

Date: _____

Time: _____

Prayer Requests:

Culinary Requests

Products Requested

- Plates
- Coffee
- Cups
- Lemonade
- Napkins
- Tea
- Utensils
- Water
- Drink Dispenser
- Soda
- Other
- Juice

Expected Number of Persons in Attendance _____

Suggested Menu:

(The menu is subject to church approval)

Media Ministry Requests

- Sound
- Special Lighting
- Microphones # _____
- Laptop
- Projector
- TV
- Other
- Sound Tech
- Computer Tech

Music Ministry Requests

- Musician **Circle One** Pianist Organist
- Praise Team
- Soloists

Security Requests

- Is security needed for your event?

Please describe the mission, purpose, and goal of this event in your own words. What is the reason for requesting this event?

Any Special Requests Not Covered

The Church Secretary and/or the Event Coordinator will contact you regarding your event. The Church Secretary primarily handles ministry events, while the Event Coordinator manages community events, weddings, and other major events we host.

Do not directly contact the Event Coordinator, Media Team, Culinary Team, Musicians, or Custodial Staff, the Church Secretary is the first line of contact for all events.

****The Church Secretary is responsible for delegating tasks and contacting the appropriate individuals to support your event.***