

EVENT APPLICATION

The information provided in this document is not final. The questions asked will help guide the planning process and help notify all who need to be involved.

Name of person filling out the form: _____

Name of Event: _____

Requesting Date: _____

Requesting Location (s): _____

Point of Contact for Event: _____

Phone# of POC: _____ Email of POC: _____

Budget for the Event (from the church): _____

Advertising:

Design the Advertisement (circle one):

- ☐ I will do it and send to the Digital Engagement Team for Promoting
- ☐ I need help from the Digital Engagement Team

Advertising Needs (circle one):

Yard Signs	LED Boards (in town)	Donations (food, money, etc.)	Banners
Arrow Sign	Facebook/Social Media	Announcements	Other: _____

Timeline of Advertising (Promotion) Needs:
(please list start dates for each advertising needs above)

_____	_____	_____
_____	_____	_____

Timeline:

Planning Meeting Day(s)/Time(s): _____

Planning Meeting Location: _____

Announcements Dates (2 weeks out): _____ & _____

Event Set-up (Practice) Day/Time (doors unlocked, etc.): _____

Event Start Day/Time: _____

Event End Time: _____

Resources (circle all that apply):

Grace Hall Kitchen

Camp Charis Building

Sanctuary Sound System

Projector Visuals/Slides (provided by planner)

Van/Bus

Projector Visuals/Slides (provided by Digital Engagement Team)

Extra Tables/Chairs beyond in amount in given space (please list amount): _____

Other: _____

Key Leaders, volunteers, and support for your planning team and define roles:

Please include anybody that would be needed from the Resources above (i.e. Digital Engagement Team, Labor for moving items, Certified Drivers, etc.)

_____	_____	_____
_____	_____	_____
_____	_____	_____

Outreach Strategy Element:

Please circle and describe which outreach element fits best with your event and how it will further in pointing people towards Christ.

Level 4: No Church Connection, Low Intimacy, Normal Jesus Talk

Level 3: Notable Church Connection, Medium Intimacy, Intentional Jesus Talk

Level 2: Strong Church Connection, High Intimacy, Instructive Jesus Talk

Level 1: Church Service Event or Worship Gathering Related

Purpose:

Please describe the desired outcome of your event and define the “win.”

Goals:

Please list your event's goals and how they correlate with the church's vision & values.

Values: Hospitable Service/Generous Mission, Authentic Dependency, Intentional Connection, Consistent Engagement (not approved)

Next Steps:

Please list the steps that will be taken next to follow-up with the attendees of this event and who is responsible for following up. (this can be the next related event, digital communication, etc.)

When complete, please email the information to office@wkgbc.com OR give to Church Administrator for processing.