

# Vineyard Event Planning Form

All events must be planned with 30 day notice unless approved by the Strategic Planning Team.

**Proposed Event Title** (or event idea): \_\_\_\_\_

Tag Line: \_\_\_\_\_

Proposed Date: \_\_\_\_\_ Proposed Time: \_\_\_\_\_

**Who's responsible\***: \_\_\_\_\_ Phone# \_\_\_\_\_ Backup contact person: \_\_\_\_\_

Other people involved: \_\_\_\_\_

**How many volunteers are needed for this event?** \_\_\_\_\_

**\*This is the person responsible to ensure that facility space is returned to the condition it was found in!**

Event Location: \_\_\_\_\_

Target Audience: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Vision / Mission for event (why to have the event)

\_\_\_\_\_  
\_\_\_\_\_

## Where do you propose we promote this event?

Social Media       Announcement Video       Lobby Space       Bulletin  
 Flyers/ Brochures       E-newsletter       Website       Other \_\_\_\_\_

Estimated budget/ funds needed for event: \$ \_\_\_\_\_

Will there be a charge for the event: Yes / No    If yes, how much \$ \_\_\_\_\_

Is child care needed: Y / N \_\_\_\_\_

Will you be providing the childcare: Y / N \_\_\_\_\_

Photographer needed: Y / N \_\_\_\_\_

Other comments: \_\_\_\_\_

\_\_\_\_\_

# S.M.A.R.T. Planning

The following guidelines should help you in planning your event. Please plan your event with these in mind to ensure your event is approved!

**Specific:** Describes what you want to accomplish with as much detail as possible.

**Measurable:** Written in terms that can be clearly evaluated.

**Acceptable/Attainable:** Is there excellence? Can we reach our goal with these plans?

**Realistic/Relevant:** Reflects your abilities because it is honest, yet offers a challenge.

**Time Frame:** Clearly specifies target completion dates.

\*\*\*\*\*

## INTERNAL OFFICE USE ONLY (please do not fill out)\*

Date submitted: \_\_\_\_\_

SPC Initials: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied (w/ reasons why): \_\_\_\_\_

Communication status (circle one): 1 / 2 / 3 / 4 \_\_\_\_\_

Comm. Team Rcvd Date: \_\_\_\_\_

Communication Director

Initials: \_\_\_\_\_

	<b>Big Reach</b>	<b>Smaller Reach</b>	
<b>Big Audience</b>	<b>ONE</b> E.g. Christmas Concert, Message series, Back to School Bash	<b>TWO</b> E.g., All church potluck, Baptism Services, Women's Retreat	<b>Priority 1</b> • Social Media; Website; Video • Postcards; Brochures; Chalk Board • Hosting; Personal Invites
<b>Smaller Audience</b>	<b>THREE</b> E.g., Core Group Classes, Newcomers Lunch, Community Events volunteers	<b>FOUR</b> E.g., Networking Group, Hosting Services Training, Marriage Retreat	<b>Priority 2</b> • Website; Video • Chalkboard • Hosting; Personal Invites
			<b>Priority 3</b> • Website • Chalkboard • Personal Invites
			<b>Priority 4</b> • Hosting; Personal Invites