

**Cherokee Hills Baptist Church  
EVENT PLANNING FORM**

Submission Date: \_\_\_\_\_ Name of Submitter: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_ EVENT TIME: \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_

MINISTRY AREA: \_\_\_\_\_

EVENT DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

CONTACT PERSON(S): \_\_\_\_\_ PHONE: \_\_\_\_\_

Sound needs (Must contact Pastor Jerry Boyd to make arrangements. Two-week advance notice required.)

Comments: \_\_\_\_\_

\_\_\_\_\_

Food/beverage (Must contact Jeri Kurkul to make arrangements. Two-week advance notice required.)

Comments: \_\_\_\_\_

Childcare (Must contact Pastor Mark Gibson to make arrangements. Two-week advance notice required.)

Comments: (List beginning/ending week, if needed) \_\_\_\_\_

Promotional needs (Must contact church administrative office to make arrangements. Minimum of two weeks advance notice required.)

In space below, please include all pertinent information about your event (for bulletin, website, church sign, etc.):

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\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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**ROOM SET-UP** (Please draw the chair/table arrangement for your event, if needed.)



List any special instructions/needs:

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