

‘EVENT’ PROPOSAL FORM

Form must be submitted to the Events Committee:

For a large event (100 or more people): at least 8 weeks prior to event

For a small event (fewer than 100 people): at least 3 weeks prior to event

IMPORTANT: ALL EXTERIOR DOORS (NOT INTERIOR DOORS) IN THE CHURCH BUILDING MUST BE LOCKED BEFORE LEAVING THE PREMISES.

Name of Event			
Date		Time	to
Aims and Objectives			
Venue or Location			
Person in Charge			
Team Members			
Target Audience	Adults Y/N		Children Y/N
Estimated numbers	Adults		Children
Any costs to be borne by Church			
Catering	Is food to be provided		Yes/No
	If yes, please state who will be providing food (eg name of outside caterer)		
	Catering form submitted (if applicable)		Yes/No/Not Applicable
Stewarding	Are you able to provide volunteers for stewarding duties inside the church building? <i>The requirement is 2-4 stewards for events utilising the ground floor only, or 6 stewards for events covering the entire church building</i>		
	Are you able to provide volunteers for stewarding duties in the car park during the event? <i>Events involving fewer than 50 people do not require external stewards.</i>		
First Aid	Name of person acting as First Aid Officer. <i>If you cannot provide one, please contact the Church Office.</i>		

Signed: _____ Date: _____