

**First Presbyterian Church of Conroe**

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**Title:** Event Approval Scheduling and Planning Form (F-050401)

**Use this form for obtaining approval for an event, for its scheduling on the Church Calendar and for initiating planning with affected Staff and ministries (OPS 05.04).**

Date submitted: \_\_\_\_\_ Submitted by (name): \_\_\_\_\_

Requesting Party and telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Name of Responsible Person during event: \_\_\_\_\_

Sponsoring Ministry or other organization: \_\_\_\_\_

Name of Event/Project/Program: \_\_\_\_\_

Date of event/Project/Program: \_\_\_\_\_

If re-occurring: Is this a Weekly event? [ ] Yes, [ ] No or Monthly event? [ ] Yes, [ ] No

Specifics of above (i.e. Every Wednesday, etc.): \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Date exceptions (dates not meeting during the start and end date due to holidays, etc.):  
\_\_\_\_\_

Actual Start Time: \_\_\_\_\_ Actual End Time: \_\_\_\_\_

Room/Space requested: \_\_\_\_\_

Rooms/facilities shall be reserved according to OPS 05.10.

Total attendance/participation anticipated: \_\_\_\_\_

Description and purpose of event/project/program: \_\_\_\_\_  
\_\_\_\_\_

Provide description to go in the online Church Calendar (maximum of 36 characters – include spaces): \_\_\_\_\_  
\_\_\_\_\_

Need of special set-up or resources for event? \_\_\_\_\_

Need for nursery/childcare? [ ] Yes, [ ] No

Need for any music? [ ] Yes, [ ] No

Need for an Audio/Visual technician: [ ] Yes, [ ] No

Publicity requirements - list the means for publicizing the event: \_\_\_\_\_  
\_\_\_\_\_

Did this event receive funding in the ministry's budget? [ ] Yes, [ ] No

Will monies be collected before [ ], during [ ] or after [ ] the event? Yes [ ], No [ ]

The Session **Approved/Disapproved** this event on (date) \_\_\_\_\_

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