Event Planning Form - 2021

**Ministry Hosting Event**: Click or tap here to enter text.

**Ministry Emphasis:** Click or tap here to enter text.

**Name of Event**: Click or tap here to enter text.

**Date of Event**: Click or tap here to enter text.

**Time of Event**: Click or tap here to enter text.

**Location of Event:** Click or tap here to enter text.

**# of Attendees:** Click or tap here to enter text.

**Description:** Click or tap here to enter text.

**Budget:** Click or tap here to enter text.

**NCBF Resource Request (***Select all that apply & add detail within event particulars and or timeline***)**

Event Setup Assistance  NCBF Social Media Ministry Live Recording Request

Access to Sanctuary  Access to Children’s Church Building

**Event Particulars**: Click or tap here to enter text.

NCBF Advertisement Reques**t (***Select all that apply & include deadline(s) on timeline***)**

NCBF Calendar  NCBF Website

NCBF Public Facebook Page  NCBF Family Facebook Page

NCBF Email Blast  NCBF Sunday Announcements

NCBF Instagram  NCBF Twitter

Require a Zoom Link

Shepherds Announce During Monthly Calls

Deacons & Deaconesses Announce During Weekly Calls

**Event Timeline:** Click or tap here to enter text.

**Please select if ALL flyers are attached**