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**