



### EVENT PLANNING FORM

*All events scheduled on site must be scheduled through the church office.*

Name of Event: \_\_\_\_\_

Group or Ministry Scheduling Event: \_\_\_\_\_

Event Contact(s): \_\_\_\_\_

Phone(s): \_\_\_\_\_ Email(s): \_\_\_\_\_

Staff Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Est. Number Attending: \_\_\_\_\_

Building: \_\_\_\_\_ Room(s): \_\_\_\_\_

Security Required: \_\_\_\_\_ Yes \_\_\_\_\_ No      Event workers (number needed): \_\_\_\_\_  
(\$30/hr., four-hour minimum reg. rate; \$45/hr. holiday)      (\$80 minimum/five hours, per worker; add'l hours 1.5 x hrly. rate + 16.65% emp. tax)

***If no workers are scheduled, who is responsible for set-up, service, clean-up (including trash removal), and to restore venue after your event?***

\_\_\_\_\_

Audio/Visual Tech: \_\_\_\_\_ Yes \_\_\_\_\_ No      Equipment: \_\_\_\_\_  
(screen, microphone, projector, etc.)

Other items needed: (TV, flip charts, laptop, DVD, etc.) \_\_\_\_\_

Food and Beverage (to be prepared by St. James staff/add'l charge may apply): \_\_\_\_\_

\_\_\_\_\_

Nursery Staff: \_\_\_\_\_ Yes \_\_\_\_\_ No      If yes, estimated number of children: \_\_\_\_\_

Diagram of set-up (table seating, auditorium seating, number of chairs, side tables, etc.):

**After completing, please save this form and email it to Sylvia Rabalais, Administrative Secretary: [srabalais@stjamesbr.org](mailto:srabalais@stjamesbr.org).**