



TEAM PLANNING MEETING
MARKETING

EVENT DETAILS

Event Name: _____

LEAD TEAM:

Ministry Team: _____

Point Person: _____

MINISTRY TEAM PARTNERS:

Ministry Team: _____

Point Person: _____

Ministry Team: _____

Point Person: _____

EVENT DATE AND TIME

Day: _____

Time: _____

RESOURCES NEEDED:

Room(s): _____

Creative Resources Available

A/V TECHNICIAN	COMPUTER REQUESTED	TV REQUETED	SOUND EQUIPMENT	PHOTOGRAPY TEAM	PROJECTORS REQUESTED

Kitchen Resources Available

COFFEE POTS	OVEN / MICROWAVE	REFRIGERATOR SPACE	CUPS	PLATES	SILVERWARE	KITCHEN CREW

Property Resources Available

CHAIRS	TABLES	POWER CORDS	PASSENGER VAN	CARGO VAN	GRILLS		OTHER

WHERE TO MARKET:

WHERE:	BULLENTIN	SUNDAY SCREEN	NEWSLETTER	CAPRI CURRENTS	CAPRI APP	CAPRI WEB	CAPRI SOCIAL
Y/N							
DATE ON							
DATE OFF							
WHO'S RESPONSIBLE							

GRAPHIC DESIGN OPTIONS

SLIDE GRAPHIC	8.5 x 11 Table Poster	Sign-up Sheet	Poster	Banner

SECURITY

- Security Needed For This Event

*Reminder to contact Mark Williamson to request security team no later than 2 weeks prior to event

YES_____ / NO_____

FINANCE

- Is Your Event a Budgeted Event

YES_____ / NO_____

- Check(s) needed for payment

*Reminder to fill out Check Request form in Main Office no later than 2 weeks prior to event

YES_____ / NO_____

WHAT ELSE DO WE NEED TO KNOW ABOUT YOUR EVENT: