

EVENT CHECKLIST



Use this page to assist you in submitting all appropriate forms.

- Background Check**
(Personnel and volunteers in contact with children must complete a background check)
- Permission Form**
(Provide PRBC with information related to the care of children)
- Clerical Request Form**
(Does my event need any marketing or publicity? flyers, radio commercials, newspaper ads, etc.?)
- Clerical Request Form**
(Does my event require data entry, faxing, or photocopies of agendas, programs, etc.?)
- Clerical Request Form**
(Does my event require special items to be purchased? What is the preferred vendor, price limits, quantities?)
- Event Support Form**
(Does my event require tables, chairs, audio/video equipment? how do I need the room to be set-up?)
- Event Support Form**
(Does my event require other ministries of PRBC to provide assistance and support before/during/after event?)
- Event Support Form**
(Does my event require additional meetings or table space at a worship service or event?)
- Vehicle Request Form**
(Does my event require use of the church van?)
- Voucher/Requisition Form**
(Does my event require PRBC to spend or reimburse any financial resources?)
- Formal Invitation**
(If my event is hosting a special guest a formal letter needs to be sent to them 3 months in advance at minimum) *Email Sis. Pam Bolden
- Ministry Event Evaluation Form (complete at conclusion of event)**
(What were the results of my event? What was the turnout? Did I go over budget? What would I do differently?)