



Messiah Lutheran Church

Evangelical Lutheran Church in America

Event Planning Checklist

Event Title: _____

Date of Event: _____ RSVP By: _____

Location (including room in church): _____

Event Description (this will be used in the monthly newsletter, weekly update and on online):

Contact Information

Lead Organizer Name: _____

Phone number: _____ Email: _____

How would you like our Outreach Committee to advertise the event?

Notice in the Sunday Bulletin/ Weekly Update Flyer for Narthex Bulletin Board

Notice in Newspaper Religious Notes Flyers for Community (# _____)

Digital Poster on the Messiah Web Site Notice on Guilderland Ave. Sign

Sign Up Sheet for the Narthex Bulletin Board Sunday Bulletin Insert Flyer

Other advertising: _____

Do you need assistance from our Property and Kitchen Committees?

Tables (# _____) Projector/ DVD Player Kitchen: _____

Chairs (# _____) Fans Other: _____

Please place your completed request in the Outreach mailbox or email the information above to both pastor@messiahschenectady.org and office@messiahschenectady.org. Your event cannot be finalized until this information is provided. Thank you!

FOR OFFICE USE ONLY

- Entered into parish calendar (Google & physical)?
- Advertising requests forwarded to the Outreach Committee?
- Building requests forwarded to the Property Committee?
- Food requests forwarded to the Kitchen Committee/ WELCA?
- This form was filed in the Parish Administrator's office on the following date: _____