



RLC Event/Class Planning Form – Complete & Email to rlc@resurrection-mn.com

Event or Class title: _____

Ministry Hosting Event/Class: ASG C & F Comm. Outreach
 Cong. Care GMT Y & F Other _____

Coordinator(s): _____

Contact Phone #'s and Email: _____

Date(s) of Event/Class: _____ Start & End Times: _____

Event Registration Closure Date: _____ # of Attendees: _____

Is Attendance Limited? No Yes, limited to # _____

Will this be for Ages under 18? No Yes

Drivers Needed? No Yes

RLC Location(s) Desired for Event:
(Setup Diagram must be provided, including # of tables, chairs, etc. for Bldg & Grounds)

Worship Center Gathering Place Mark/Chapel
 Education Wing Room(s) Specify: _____

Off Site Location for Event: _____

Deposit for Site _____

Total Cost of Venue _____

Est. Cost to Host Event: _____ Fee Charged to Attendees: _____

Nursery needed: No Yes (If Yes, cost is add'l \$5.00 per ALL attendees)

Materials to be ordered by office: _____

Food Required for Event: No Yes, Provider: _____

Volunteers Needed (Coordinator?): _____

Additional Event Information: _____

Event Info for Website turned in Registration Details turned in

Announcement (deadline is Wed. noon) Expenditure Form completed for materials

Thank you for using this planning tool for your event. Please forward this form and all other relevant information to rlc@resurrection-mn.com at RLC at least **90 days prior** to your event.

For Office Use Only:

Admin: Bulletin Online Email Website registration set up Finance B & G C & F