

**Safe Harbor Presbyterian Church**  
**Event Planning Form**

Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

*Event Planners will consult with SHPC and a Deacon representative to ensure complete plan review at least two weeks prior to the event.*

1. Ensure the event coordinated with the SHPC front office and placed on the central calendar
2. What facilities are required (including sound/AV equipment)?

*Set-up and Tear-down are the responsibility of the party scheduling the event. However, the Deaconate can assist, if so desired.*

3. Will assistance from the deacons be required? Yes \_\_\_\_\_ No \_\_\_\_\_

4. Please describe the nature of the assistance (chairs, tables, trash cans, table cloths, etc.) *Please also attach a diagram of the anticipated set-up plan*

5. Will you be renting or providing any equipment for your event? (canopies, chairs, tables, etc)

*Please ensure delivery/pick-up location does not interfere with Sunday services or block sanctuary access.*

6. Decorating

*Decorating the facility is the responsibility of the event planner. All decorations MUST be removed from the church immediately after the event*

7. Food Ordering/Preparation

*Food and drinks are the responsibility of the event planner. If food preparation is required, please schedule a "kitchen" walk-through with the deacons (heating elements, chafing dishes, refrigerator/freezer, circuit breakers, etc)*

**8. Child safety plan**

*Event planners must account for child safety and supervision*

**9. Miscellaneous Items**

*Event planners should account for sundry items such as ice, plates, serving wares, utensils, extension cords, etc.*