**Know Grow Show**

Change The World Day

May 14, 2016

Ministry Event Planning Form

We are so excited that you are partnering with this ministry! Your passion and energy for this event will be the driving force for others’ participation! Tell your friends, neighbors, and even strangers!

This is a whole church event; a day of service throughout our community. You decide how long your event will be, depending on what you want to accomplish. We will help promote the sign-ups online as well as in person sign-ups on Sundays and in the church office. **We rely on your personal invitation to help us reach our goal of 581 people participating in worship via acts of service that day! A God size dream! BRING A FRIEND!**

Coordinator Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coordinator Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coordinator Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Ministry Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Time (including set up, if any)

Finish Time (including clean up, if any)

Location

Description of event

Age restrictions \_\_\_\_\_\_\_\_ Minimum group size \_\_\_\_\_\_\_\_\_\_ Group size limit \_\_\_\_\_\_\_\_\_\_\_\_

What participants should bring

Please complete this form by March 1st. Return to church office or Lara Proegler.

You can contact Lara by phone/text: 440-487-7607 or via e-mail lproegler@hotmail.com.

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Office use only

Contacted coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_

 date

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