



Event Information Questionnaire

Today's Date _____

Please Return to the Church Office

Event name _____

Contact person name and number _____

Ministry sponsoring event _____

Who's invited? _____

Date _____

Time _____

Location _____

Sign up Needed? (Check all that apply) Church Office Foyer Sign-up

Contact person name and number _____

Online web form Other _____

When _____

Deadline _____

Invitations? No Yes Where to be picked up _____

When available _____

Other form(s) needed _____

Cost? No Adults _____ Kids _____ Family _____

Tickets required? No Yes

Where purchase _____

When purchase _____

Deadline for purchase _____

Must payment accompany order? No Yes

If no tickets needed:

How paid? Check Cash

When pay _____

To whom _____

Can one show up and pay at door? No Yes

Check (different cost?) _____

Cash (different cost?) _____

Is nursery provided? No Yes

Up to what age? _____

Where will it be? _____

Is there a fee for this? No Yes \$ _____

Are donations being requested? No Yes

What are they? _____

Where collected? _____

Deadline _____

Is it being recorded? No Yes

What will be available? Cassette \$ _____ CD \$ _____

VHS \$ _____ DVD \$ _____

Other materials, notes, handouts, etc. _____

When available? _____

Where available? _____

Is there anything attendees should bring? _____

Any other information you can think of? _____