Retreat Event Proposal

MEMORANDUM

To: Department Head _____

CC: Ministry Leaders _____

From: Planning Team _____

Ministry: _____

Date: _____

Re: Event Name _____

Event Narrative

Retreat Event Proposal

Event Overview

Date: _____

Location:

Theme: _____

Scripture Reference:

Proposed # of Attendees: _____

Previous Year Attendance: _____

Overall Budget: _____

Per Person or Couple Cost: _____

Proposed General Session Speakers:

Proposed Topics:

Retreat Event Proposal

DATE	TIME	ACTIVITY

Retreat Event Proposal

DATE	TIME	ACTIVITY

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DATE	TIME	ACTIVITY

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Point of Contact

Ministry Name: _____ Date: _____

Point of Contact: _____

Email: (Please Print Clearly) _____

Daytime Number: _____ Evening Number: _____ Fax Number: _____

Retreat Support Requirements

Audio and Visual

Do you need a microphone? _____ Do you have a presentation to show? _____

Do you need a laptop? _____ Do you need internet access? _____

Do you want the event recorded? _____ Do you need additional A/V support? _____

Additional A/V Please Explain:

Facilities:

List Equipment and Services Needed (i.e., pipe and drape, bar stools, plants, etc.).

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Marketing

Please note all advertisements must be approved by FBCG Marketing & Public Relations Department. Text for all projects should be submitted as a Word document only. It is recommended that you schedule a meeting with the M&PR Department to discuss the details of your marketing plan.

Design and Layout (minimum 2 weeks required - please check appropriate product)

☐ Brochure ☐ Flyer ☐ Postcard ☐ Program ☐ Poster ☐ Other

Printing Specifications (Times will vary - please check appropriate product)

Brochure	Flyer	Postcard	Poster	Program
QTY: _____	QTY: _____	QTY: _____	QTY: _____	QTY: _____
☐5 x 7	☐8.5 x 11	☐4 x 6	☐24 x 36	☐Dimensions
☐8.5 x 11	☐11 x 17	☐5 x 7	☐Other	_____
☐Other	☐Other	☐6 x 9	_____	☐No. of Pages
_____	_____			_____
Color	Color	Color	Color	Color
☐Black & White	☐Black & White	☐Black & White	☐Black & White	☐Black & White
☐4-Color	☐4-Color	☐4-Color	☐4-Color	☐4-Color
☐2-Color	☐2-Color	☐2-Color	☐2-Color	☐2-Color
Binding				Binding
☐Perfect Bound				☐Perfect Bound
☐Saddle Stitch				☐Saddle Stitch

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Lobby Registration Request (tables, list dates of registration)

Photography (services requested)

Planning Meetings (list dates for registration and preferred day)

Transportation (buses to/from location, FBCG shuttles needed)

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Please be advised that once your proposal is approved an event coordinator will contact you to finalize the arrangements for the event.

Ministry Leader:

Date Received: _____ **Approved: Yes or No** **Date Approved:**_____

Comments:_____

Signature:_____

Department Head:

Date Received: _____ **Approved: Yes or No** **Date Approved:**_____

Comments:_____

Signature:_____

Pastor Jenkins:

Date Received: _____ **Approved: Yes or No** **Date Approved:**_____

Comments:_____

Signature:_____

Events Department Use Only

Received by: _____ Date Received: _____

Comment(s):_____

_____

_____

Date Forwarded for Review: _____ Received by:_____

Retreat Event Proposal

SAMPLE EVENT OVERVIEW

Date:	*July 16-19, 2009*
Location:	*Newport News Marriott at City Center* *Newport News, Virginia*
Theme:	*Marriage Boot Camp - Back to Basics*
Scripture Reference:	*". . . you have left your first love . . . Remember therefore from where you have fallen; repent and do the first works . . ."* ***Rev. 2:4-5a***
Proposed # of Attendees:	*130*
Previous Year Attendance:	*115*
Overall Budget:	***$85,000.00***
Per Person or Couple Cost:	***$595.00***
Proposed General Session Speakers:	*Rev. Johnny Parker, author* *"Blue Prints for Marriage"* *Dr. Les and Leslie Parrot, author* *" Passion, Intimacy and Commitment"*
Proposed Topics:	*1. Being Battle Ready* *2. Heart to Heart Combat* *3. Putting on Battle Fatigue*

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Proposed Retreat Timeline

Please provide a detailed outline for this event. It should include times, locations where services will be needed as well as the event program itself (*Sample Below*).

Date	Time	Activity
Thursday, July 16, 2008	*4 p.m.*	*Setup Registration Tables*
	5:30 p.m.	*Guest Speakers Arrive*
	7 p.m.	*Praise and Worship*
	7:15 p.m.	*Scripture and Prayer - R. Barnes*
	7:20 p.m.	*Welcome - TBD*
	7:25 p.m.	*Introduction of Speaker - J. Waller*
	7:30 p.m.	*Presentation ("Include title if available")*