CHRIST ALIVE CHURCH

Event Application & Executive Approval Form

Purpose:
This form ensures that all Christ Alive Church events are properly planned, resourced, communicated, and aligned with the mission and values of the church.

I. EVENT INFORMATION

Event Name: _____

Event Date: _____

Event Cost: $_____

Lead Staff Member / Primary Contact:

Event Summary

Briefly describe the event, the need it will meet, and how it supports the mission and values of Christ Alive Church.

II. PROMOTION & REGISTRATION

Promotional and Sign-Up Needs:
List all required communication and registration resources, including digital communication, printed materials, table displays, signage, and online registration.

III. EVENT RESPONSIBILITIES

Identify the person responsible for each applicable area.

Area	Responsible Person
Prayer / Altar / Prayer Meetings	_____
Security / Officers	_____
Promotion	_____
Event Sign-Up	_____
Childcare	_____
Registration	_____
Follow-Up	_____
Food	_____
Vendors	_____
Inflatables / Outdoor Activities	_____
Set-Up	_____

Area	Responsible Person
Clean-Up	_____
Lodging	_____
Transportation	_____
Pre-Event Collections / Requests	_____
Video / Sound / Technical	_____

IV. EVENT PLAN

Daily Agenda

Provide a brief, bulleted agenda for each day of the event.

Teams Needed

List all existing ministry teams and any special event teams required.

Leadership Support

What do you need from pastoral or executive leadership?

V. EXECUTIVE REVIEW & APPROVAL

Leadership Decision

☐ **APPROVED**
☐ **APPROVED WITH MODIFICATIONS**
☐ **TABLED FOR FURTHER REVIEW**
☐ **NOT APPROVED**

Leadership Comments / Conditions:

Approved Event Date: _____

Approved Budget: $_____

VI. APPROVAL

Lead / Senior Pastor

Name: _____

Signature: _____

Date: _____

Oversight Pastor / Executive Leader

Name: _____

Signature: _____

Date: _____

VII. FINAL SUBMISSION & ACCOUNTABILITY

Once the event is approved, the **Lead Organizer** is responsible for posting the completed application and any approved modifications in the **Christ Alive Events GroupMe**.

Posted by: _____

Date Posted: _____

☐ Completed