

# PLANNING YOUR MEETING OR EVENT

**For office use:**

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## THE PURPOSE:

As we grow as a church, we have more things going on!

Planning ahead, booking resources, and getting it to co-ordinate with the **church diary** ensures:

- We avoid clashes.
- We can coordinate resources so groups get what they need to run the best event they can.
- We time things strategically and communicate things well in advance.

We want to **serve as many** people as we can, for **as long** as we can, **treating people the best** we can and stay true to the things God has called us to **as faithfully** as we can!

When a meeting is organised, it needs to be checked in both the church diary as well as the CastleGate diary. This form helps both you and us think through the implications.

## THE PROCESS:

- 1) When you are thinking about planning a meeting or event, please fill in the form opposite and send it in to Katie at the church office. This form is also available online.
- 2) Katie will check the CastleGate bookings diary to ensure we have space/resources available for your event; Alice will check the church diary to make sure the date is free.
- 3) Someone will get back to you **asap** to confirm whether your event is able to take place on the specified date, and help you with anything else to you might need.

Please call or email the office for more information:  
0191 233 2288.

Contact Katie McNeill for CastleGate bookings.  
Email: [katie@thecastlegate.co.uk](mailto:katie@thecastlegate.co.uk)

Contact Alice Young for church diary or church communications. Email: [alice@city-church.co.uk](mailto:alice@city-church.co.uk)

## BOOKING YOUR EVENT

Today's Date: \_\_\_\_\_

If you are planning a meeting/event at the CastleGate or an event that needs to be added to the church diary...

### Your details:

Contact Name: \_\_\_\_\_

Contact Tel: \_\_\_\_\_

Email: \_\_\_\_\_

### General booking details:

Group eg. Farsi/City Group	
Type of meeting	
Proposed date(s)	
Time	From: _____ To: _____
Number of people	
Venue	
Preferred room (if at the CastleGate)	

### Special equipment and layout:

Projector and screen:  Room layout: \_\_\_\_\_  
Flipchart:  \_\_\_\_\_  
TV/Video:  \_\_\_\_\_  
PA:  \_\_\_\_\_  
Stereo:   
Other: \_\_\_\_\_

### Communication:

Does this need to be communicated to the church?

Yes  No

Newsletter:

Weekly newsheet:

Family news slot:

Other:

**Please return this completed form to the church office.**