



FREEDOM RUN MINISTRIES®

EVENT PLANNING WORKSHEET

Event Date(s)

| | SUN | MON | TUE | WED | THU | FRI | SAT |
|----|-----|-----|-----|-----|-----|-----|-----|
| AM | | | | | | | |
| PM | | | | | | | |

1. Host Information:

Host Church/Organization _____

Address _____

City, State, Zip _____

Phone / Fax _____

E-mail Address _____

2. Contacts:

Senior Pastor _____

Assistant _____

Worship Leader _____

Sound Technician _____

Video Technician _____

After Hours Contact _____

Phone _____

3. Accommodations:

We agree that Freedom Run Ministries will book their own accommodations and we will reimburse the team for expenses upon their departure.

Signature _____

Title _____

4. Transportation:

We agree that Freedom Run Ministries provide their own travel arrangements and/or Car Rental) and we will reimburse team for expenses upon their departure

Signature _____

Title _____

5. Meals/Food

We agree that Freedom Run Ministries will purchase their own meals and we will reimburse the team for expenses upon their departure.

Signature _____

Title _____

6. Equipment Rentals

We will rent any and all equipment ne the team for this event at our own cost detailed list will be provided of items n Freedom Run Ministries)

Signature _____

Title _____

7. Love Offering

We agree to hold a love offering during the event to support this ministry. will be made payable to Freedom Run Ministries.

Signature _____

Title _____

Signature _____

Title _____

Date _____

Please COMPLETE, SIGN AND REMIT this form to cclarino@freedomrunministries.org

PO Box 3156 - South Attleboro, MA - 02703

www.freedomrunministries.org





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