

Encounter Youth Friday Night Planning Sheet

We are so excited to have your help in running this week's Friday night event! Please fill in the form below so that we know what you need from us and will be able to purchase or arrange it for you within ample time.

Snacks:

What snacks will you be needing before the event starts?

What snacks must be served at the end? (Please specify some drinks and snacks)

Decorations:

Will you be needing decorations for this event?

Yes:

No:

If so, what will you be needing?

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Room Set-Up:

How would you like the room to be set-up?

Do you need chairs and tables? How many?

Chairs:

Tables:

(Please specify if you want the round tables or the trestle tables)

Are there any other specifics or out of the ordinary things you will need to be set-up?

Equipment:

Will you be needing any equipment made available or set-up?

Will you be needing any kitchen equipment (eg. Bowls, plates, spoons, etc.)? If so, what?

Will you be needing any equipment for the activities you are doing? (eg. Balls, beads, tape, etc.)

Slides:

Will you be needing a PowerPoint presentation?

Yes:

No:

Will you be able to create your own PowerPoint?

Yes:

No:

(If Yes, please send it to us within three days of the event so that we can upload it to our system for backup)

If no, please list the slides you will be needing. (Instructions for games, Small Group questions, etc.)

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Will you be including any videos in your presentation?

Yes:

No:

If yes, please provide the link, or name of the video so that we can make sure we have what you need.

Sound:

What sound will you be needing for the event?

Are there videos in your presentation that will require upfront sound from your or our computer?

Yes:

No:

(If yes, please provide video or link)

Please name any other specific instructions or requests you may have

Lighting:

Will you be needing extra lighting for this event?

Yes:

No:

If yes, please describe the lighting you will be needing so that we can organize it for you.

Games:

What games will you be playing?

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Please provide slides with clear instructions as to how to play or provide clear instructions to us if you are unable to design your own presentation.

Participation of leaders and teens:

How will you need our team of leaders help to run the event?

(eg. Do you want someone else to run some of the games? Would you like some of the team to help in the kitchen, sound desk, etc.)

Please specify below and we will assign appropriate people to the various tasks.

Pastoral/Ministry Moment:

Are you going to be including a pastoral or ministry moment during the event?

Yes:

No:

If yes, please describe below and specify what will be needed to facilitate the correct atmosphere for the moment.

Please indicate if you would like anyone specific to run this moment and pray over the teens as we have pastor's available for moments like these.

Program:

Please can you provide us with a program for the evening, from start to finish, with corresponding times for each item so that we can catch anything that falls through the cracks and are able to assist you when needed.

Thank you for volunteering to serve at this event. We appreciate your time and help and effort and will be here to support you throughout the process. In your preparation please remember that we are on a budget and will let you know if we are unable to purchase or arrange something that you have requested. We will do our best to find all you need and will discuss alternatives if we are unable to find or purchase anything.

Please complete this form and get the presentation and program to us by the Wednesday before the event so that we have adequate time to arrange everything. If we do not receive these things or if they come through later than Wednesday we will not be able to help you with purchases and arranging of any specific oddities that were requested.

May you be blessed as you serve and please contact our team if you are in need of any help.

Blessings, The Encounter Youth Team