

## Proposal for an Event

Please use the form below to give a brief overview of the event you wish to hold. **When completing the form please take note of the time you need to allow from your initial proposal until the date of the event.**

Once you have completed the form, please send it to the PCC Secretary Liz Morton either by leaving the completed form at the back of church or sending an electronic copy to: [ejmorton50@gmail.com](mailto:ejmorton50@gmail.com)

It will then be added to the agenda of the next Standing Committee meeting. Standing Committee meets on the first Friday of each month. There are no meetings in August or December.

If approved, it will be proposed that PCC accept the event takes place at the following full PCC meeting. Full PCC meetings take place on the third Wednesday of each month. There are no meetings in August and December.

If your proposal is accepted, you will be asked to complete a Risk Assessment which must be sent to the Standing committee for approval prior to the event taking place.

When you are planning your timeline and key dates make sure you allow sufficient time for the event to be advertised in the magazine. The deadline for the magazine is the 12<sup>th</sup> of the month prior to the magazine being published.

If your event is in October this means that any copy has to be with the editor by August 12<sup>th</sup>, this will allow your event to be included in the September magazine and the October issue if required. The magazine has two double copies July and August, and December and January. This means February events must be with the editor by November 12<sup>th</sup> otherwise your event may have passed before the February issue is published.

Advertising to be included in the newsletter and Facebook must be sent to the Parish Office by email: [parishoffice@stmarkshighcliffe.org.uk](mailto:parishoffice@stmarkshighcliffe.org.uk) .  
Magazine and website advertising must be sent to the magazine editor by email: [magazine@stmarkshighcliffe.org.uk](mailto:magazine@stmarkshighcliffe.org.uk)

## Event Proposal

<b>Leader:</b>	
<b>Proposed Date:</b> <b>Reason for Event</b>	
<b>Brief Description of Event/Activity:</b>	
<b>Costs for PCC to cover:</b> This includes any costs that will be reimbursed to PCC after the event.	
<b>Resources required – people &amp; equipment:</b>	
<b>Where will the event take place and what times will you need each space.</b> <b>Church/Hall/Library</b>	
<b>Timeline of Key Dates:</b> <b>Proposal to Standing Committee</b> Please see notes above	
<b>Advertising in Magazine a minimum of 2 months before:</b> Please see notes above	
<b>Website/Facebook/Newsletter:</b>	
<b>Date agreed by PCC:</b>	