Pre-Service Event Planning Form

1. Who is responsible for coordinating your service event?

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<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
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2. What type of service event will you be hosting?

- [ ] Fundraiser
- [ ] Retreat
- [ ] All-Campus Event
- [ ] Social Activity
- [ ] Program
- [ ] Open to the entire campus and/or general public
- [ ] Workshop
- [ ] Other ____________

3. Date of Event: ________________ Location: __________________

   Start and End Time: ____________ Number of Participants: ________

4. What is the name of your event? Please give a brief description of your event.

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Signature of Event Leader: ___________________________ Date: ____________

Signature of Service Coordinator: ______________________ Date: ____________

Things to consider when planning your event:

- If your service activity is taking place outside of CCSJ you must have all participants sign a risk waiver.
- If you are hosting a service event at or outside of CCSJ that involves physical activity, food, travel, etc. you must also have a waiver and release form.
- If your event is at CCSJ: Have you reserved the space on campus? Will there be enough room for your participants? Will your event require special set-up? If your event is outdoors do you have a backup space in case of inclement weather? (Rentals and Catering: 219-473-4279)
- If anyone under the age of 18 will be helping at this event you will need a parent or guardian consent form.
Post Service Reflection

What was successful at your event and why?

________________________________________________________________________________________________________________
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________

Were there any issues at the event? If so, what were they and how can they be prevented in the future?

________________________________________________________________________________________________________________
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________

Will you do this event again? 

If so, what changes would you make for the next event?

________________________________________________________________________________________________________________
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________

Signature: ____________________________ Date: ____________________________