

Faith Formation Committee Event/Activity Worksheet

Please record the details of the event/ activity below to assist in planning for the future.

Activity/Event Name _____ Date _____

Sub-committee: Children's Youth Vocations Adult

Event Chairperson or Co-Chairpersons

Name _____ Contact Information _____

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Here is a description of the activity/event.

Here is what we did to advertise the event/activity. (or attach copies of advertising/announcements)

These are the materials we needed to buy and what they cost. (or attach copies of receipts)

These are the materials we had left over and what we did with them.

These are some things we wish we would've know ahead of time.

These are things we would do differently next time.

These are the other church groups we worked with and what they provided to the activity/event.

Use the back of this sheet or attach another sheet with any other helpful information. Thank You!