

# MAP (PDF for planning – updated 3.22.22)

## Sunnyvale Pres Ministry Action Plan (MAP)

You're planning an event at Sunnyvale Pres—sounds great! Let's get started.

Here's how it works:

1) Ministry Area approval—discuss your plans with the appropriate ministry area. They will help you with the planning and execution of your event. All church events must be sponsored/approved by a ministry area—be sure to get approval before filling out the MAP.

2) Church staff approval—the church's Program Staff will review your MAP to be sure your planned event fits with the overall mission/values of the church, and also doesn't conflict with other planned events. In case of a scheduling conflict, the church staff will suggest alternatives.

3) Upon approval of your event, you will get an email from the Front Desk with information about next steps.

---

### Name of Event/Program

### Is this event:

- Online only
- In-person only
- Hybrid (in-person and online)
- Off-Campus event

### Date(s) of your event

### Start time(s)

### End time(s)

### Your Name

First Last

### Your email address

### Your phone number

 -  - 

### ### ####

### Describe your event in a couple of sentences

**Which Ministry Area(s) is sponsoring the event?**

- Caring
- Children's
- Discipleship
- Ministry Resources
- Mission & Service
- Welcome & Hospitality
- Worship
- Youth
- Other/Admin

**Ministry Area Approval (Lead Elder's name(s))**

--	--

First                  Last

**Is this event (check all that apply)**

- A church-wide event (open to everyone)
- Open to the public
- Geared for a smaller sub-set of people

**Target Audience**

**Is there a cost to attend?**

- Yes
- No

**How much does it cost to attend?**

**Do you plan to have a speaker(s)?**

- Yes
- No

**Speaker Name (s)**

**Speaker's relevance to this event/topic (why did you choose them?)****Zoom Link**

- I need to have a Zoom meeting set up for this event
- I will be using my own Zoom account
- Other

---

**PRELIMINARY ROOM REQUEST**

For planning purposes, please let us know which room(s) you are thinking about using. The Front Desk will confirm availability or suggest alternatives if your choices are not available.

**If your event is approved, which room(s) would you prefer to use? Please give your first, second and third choice options. (Subject to availability.)**

---

**OFF-CAMPUS EVENTS**

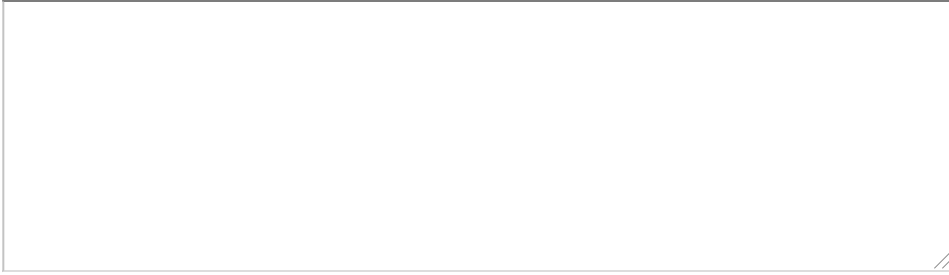
Please tell us more about your off-campus event.

Your Covid mitigation plans must be included here so the Reopening Committee can review and approve them.

**Is this an overnight event?**

- Yes
- No

**Describe the location of the event, and why you chose it.**



**Please describe your Covid mitigation plan here. The Reopening Committee will review for approval.**

