

# MAP form for planning purposes

Sunnyvale Pres Ministry Action Plan (MAP) for in-person, online and hybrid events.

Here's a PDF version of the MAP, to be used with your ministry team. When you've gotten approval from the Ministry team, please fill out the ONLINE FORM on the church website.

Thank you,  
Church Staff

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 or Church Administrator with information about next steps.

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## Is this event:

- In-person only
- Online only
- Hybrid (in-person and online)

## Date(s) of your event

## Start time(s)

## End time(s)

## Your Name

First

Last

## Your email address

## Your phone number

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**Describe your event in a couple of sentences**

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

**If two or more ministry areas are co-sponsoring the event, please check all that apply.**

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

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

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First                  Last

**Co-sponsoring Ministry Area Approval (Lead Elder's name – if applicable)**

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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

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## ROOM REQUEST

For planning purposes, please let us know which room(s) you are thinking about using. A church staff member 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? (Subject to availability.)

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## COVID MITIGATION PLAN

Your Covid mitigation plans must be included here so the Reopening Committee can review and approve them. Please review the Covid 19 Protocols and Guidelines to be sure your event is in compliance. You can find the document on the church website or here: <https://bit.ly/SVPCcovidprotocol>

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## OFF-CAMPUS EVENTS

Is this an off-campus event?

- Yes

No

Describe the location of the off-campus event, and why you chose it.

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## OVERNIGHT EVENTS

If this is an overnight event that involves children or youth, the Safe Church Committee will need to review/approve the plans for sleeping arrangements.

Is this an overnight event?

Yes

No

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