



PRE-EVENT OUTLINE

Name of Church _____

Event Coordinator _____

Title Name

Address _____

Phone _____ Fax _____ Mobile _____

Email _____

Nature of event _____

Date of event _____

Start Time _____ End Time _____

Venue (see enclosed map) _____

Theme _____

Subject to be addressed _____

Topics/Areas which need to be covered _____

The aim of the function is:

- Teaching to Christians
- Outreach to pre-Christians
- Reaching particular groups (details) _____

Background and age of women expected to attend _____

Approximate attendance expected _____

Time allocated to speaker _____

Type of dress appropriate _____

You will be met by _____ at _____ am/pm

Any further information is welcomed, please add overleaf...