

**ADULT CHRISTIAN EDUCATION COMMITTEE
PROGRAM PROFILE**

The information on this form will be used by the Adult C.E. Committee in evaluating program ideas, as well as by office staff in preparing announcements about your program (for *The Caravan*, Adult C.E. Brochure, Sunday worship bulletin, and other advertising venues) and determining room set-up and equipment needs. Please provide adequate information for these purposes.

Name of program: _____

Time requested: Sunday C.E. (9:40 am) Sunday eve. Other:

Number of sessions requested: _____

Dates preferred: _____

Facilitator: Name: _____

Work/home phone: _____ Cell phone: _____

E-mail: _____

Presenters (if other than facilitator): _____

Target audience: _____

Program description (This information will be used in announcements / advertising about the program)

Preferred room arrangement: Theater seating Chairs & tables
 Chairs in circle Other: _____

FOR OFFICE USE:

Dates assigned: _____

A.C.E. liaison: _____

Room: _____ **# chairs** _____

Brief “bio” of presenters (for *Caravan* and brochures)

Recommended book. If there is a book you would like to recommend to participants, please list the author, title, and publisher.

Audio/Visual needs and other supplies:

- | | |
|---|---|
| <input type="checkbox"/> Podium | <input type="checkbox"/> Nametags |
| <input type="checkbox"/> Microphone | <input type="checkbox"/> Display table |
| <input type="checkbox"/> Laptop with PowerPoint | <input type="checkbox"/> Easel |
| <input type="checkbox"/> Projector and screen (connected to laptop) | <input type="checkbox"/> Easel paper, pens |
| <input type="checkbox"/> Access to Internet | <input type="checkbox"/> Blackboard / dry erase board |
| <input type="checkbox"/> Handheld remote for presentation | <input type="checkbox"/> Blank sheets of paper & pens |
| <input type="checkbox"/> Laser pointer | <input type="checkbox"/> Bibles |
| <input type="checkbox"/> TV with VCR / DVD | <input type="checkbox"/> Other supplies or equipment (specify below): |
| <input type="checkbox"/> CD player | _____ |
| | _____ |

Support materials:

Will you have handouts? No Yes, I will provide them Yes, church should prepare copies.

(If the church is preparing copies, they must be to the main office by WEDNESDAY before the class.)

What else can we do to support the delivery of your program?