

**First United Methodist Church
Event/Project Sheet**

General Information

Event/Project Name: _____

Work Group (Please mark one): Spiritual Development Care Operations Communication
Subteam/Committee (Missions, Membership & Evangelism, etc.): _____

Event Purpose: Which church goal(s) are being addressed by this event (Please mark all that apply):
Increase worship attendance Increase SS attendance Increase new members Increase participation

How does this event move the church toward this/these goals?

What are your proposed:
Date(s): _____ Time(s): _____ Place(s): _____

Primary Contact:	Secondary Contact:
Name _____	Name _____
Phone Number _____	Phone Number _____
Email _____	Email _____

Logistics Planning

Estimated timeline (please include major milestones with dates)?

Expected attendance? _____
Specific target audience? _____
Expected cost of event? _____
Sources of funding? _____
Expected revenue? _____

Will transportation be needed? Yes No
Will Church vehicle be needed? Yes No
Who will make transportation arrangements? _____ By when? _____

Will event registrations be taken? Yes No
Who will receive reservations? _____ By when? _____

Will childcare be needed? Yes No How many children? _____
Who will contact Director of Child Care? _____ By when? _____

Will food be needed? Yes No
Who will make arrangements for food? _____ By when? _____

What additional staff/layperson and/or financial resources will be needed?

Publicity

Who is responsible for publicizing this event (including taking pictures)? _____

How will you publicize this project/event? What church media should be used? What do you plan beyond church media? Can someone from the Communication Team contact you?

What printing (if any) will be done in the church office?

Set-up & Clean-up

Unlock doors at _____ a.m./p.m. (circle) Lock doors at _____ a.m./p.m. (circle)

Who will lock the doors? _____

What equipment will be needed? Please list quantity for each item needed:

<u>Tables</u>	4' long _____	6' long _____	8' long _____	60" Round _____	
<u>Room Needs</u>	Chair _____	Tablecloth _____	Easel _____	Podium _____	Platform _____
<u>Microphones</u>	Corded _____	Lapel _____	Hand-held _____	W/Podium _____	Mic. Stand _____
<u>Electronics</u>	TV/VCR _____	TV/DVD _____			
<u>Projectors</u>	Overhead _____	LCD _____	Slide _____	Proj. Screen _____	
<u>Paper goods</u>	Cups _____	Napkins _____	Sm. plates _____	Plates _____	Flatware _____
<u>Beverages</u>	Ice water _____	Coffee* _____	*Fee charged.		

Other equipment requests?

Please sketch how the equipment should be set up:

Will volunteers be able to set up the space as needed? Yes No

Who is responsible for clean-up? _____

Follow-Up

What follow-up is planned?

When/how will this event be evaluated for success?
