First United Methodist Church
Event/Project Sheet

**General Information**
Event/Project Name ____________________________________________________________

Ministry Team/Committee ________________________________________________________

**Calendar** (Please mark one (1) for primary calendar and two (2) for each additional calendar listing):
__ Children __ Faith Formation __ Music __ Outreach __ Special Event __ Worship __ Youth

How does this event serve the FUMC mission? *First United Methodist Church exists to build a community where all people are invited to know God’s love and sent to join God in transforming the world.*

______________________________________________________________________________
______________________________________________________________________________

What are your proposed event
Date(s): ________________  Time(s): ________________  Place(s): ________________

**Lay Contact:**
Name ____________________________________________
Phone Number ________________________________
Email _________________________________________

**Staff Liaison:**
Name __________________________________________

**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? ________________

*(Over)*
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 will be used? What do you plan beyond church media?

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:

<table>
<thead>
<tr>
<th>Tables</th>
<th>6’ long</th>
<th>8’ long</th>
<th>60” Round</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Needs</td>
<td>Chairs</td>
<td>Tablecloth</td>
<td>Easel</td>
</tr>
<tr>
<td>Microphones</td>
<td>Corded</td>
<td>Lapel</td>
<td>Hand-held</td>
</tr>
<tr>
<td>Electronics</td>
<td>TV/VCR</td>
<td>TV/DVD</td>
<td></td>
</tr>
<tr>
<td>Projector</td>
<td>LCD</td>
<td>TV/DVD</td>
<td>Proj. Screen</td>
</tr>
<tr>
<td>Paper goods</td>
<td>Cups</td>
<td>Napkins</td>
<td>Sm. plates</td>
</tr>
<tr>
<td>Beverages</td>
<td>Ice water</td>
<td>Coffee</td>
<td>Ice Tea</td>
</tr>
</tbody>
</table>

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?