

**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:

Tables	6' long _____	8' long _____	60" Round _____			
Room Needs	Chairs _____	Tablecloth _____	Easel _____	Lectern _____		
Microphones	Corded _____	Lapel _____	Hand-held _____	W/Lectern _____	Mic. Stand _____	
Electronics	TV/VCR _____	TV/DVD _____				
Projector	LCD _____			Proj. Screen _____		
Paper goods	Cups _____	Napkins _____	Sm. plates _____	Plates _____	Flatware _____	
Beverages	Ice water _____	Coffee _____	Ice Tea _____			

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?
