

ALDERSGATE

UNITED METHODIST CHURCH
EVENT PLANNER FORM

Guidelines: This form must be turned in to the Administrator, at least **6 weeks** prior to your event.

BASIC INFORMATION

Submitted By:	Date Submitted:
Event Name:	
Event Description:	
Event Date:	to:
Event Time:	to:
Location(s):	
Contact:	
Phone/Email:	
Volunteers Involved:	
Pastor(s) Needed: Yes <input type="checkbox"/> No <input type="checkbox"/>	
(If yes, please list)	
Ministry/ Department:	

FINANCIAL INFORMATION

INCOME			
Are you collecting money? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Tickets: \$ _____ per adult	x _____ adults	= \$ _____	
\$ _____ per child	x _____ children	= \$ _____	
\$ _____ per family	x _____ family	= \$ _____	
Other Income (be specific) _____		= \$ _____	
Total Projected Income: = \$ _____			

EXPENSES	
Will you have expenses? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, estimate your costs: \$ _____	
Where to be expensed (budget) :	
Contractual Expenses (speaker, rental, band, facilities, etc.) = \$ _____	
If more than one expense, please itemize on a separate sheet of paper.	
Supplies: = \$ _____	
Food/Refreshment/Banquet: = \$ _____	
Other (be specific) _____ = \$ _____	
Total Projected Expenses: = \$ _____	
Any agreement you plan to sign must be submitted to the Business Office for approval well before the date of the event.	

PROMOTION AND ADVERTISING	
Bulletin Announcement (runs 2-3 weeks depending on space):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Newsletter Announcement (runs 2-3 weeks depending on space):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Newspaper Announcement:	Augusta Chronicle <input type="checkbox"/> Metro Spirit <input type="checkbox"/>
Scrolling Announcement (runs 2-3 weeks depending on space):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Expanded Website Announcement:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Attendance Pad Flyer:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Bathroom Poster (runs 2 weeks):	Yes <input type="checkbox"/> No <input type="checkbox"/>
WNS Table Display:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Postcard/Invitation:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Need lobby table or space, call church office for availability. There is a limit of one table in the lobby of the Family Life Center or Sanctuary on a given Sunday for a <u>maximum of three</u> consecutive weeks.	

OTHER INFORMATION	
Food Provided: Yes <input type="checkbox"/> No <input type="checkbox"/>	Reservations: Yes <input type="checkbox"/> No <input type="checkbox"/> Final Date: _____
Transportation: Yes <input type="checkbox"/> No <input type="checkbox"/>	Van <input type="checkbox"/> Bus Only <input type="checkbox"/> Bus/Van: <input type="checkbox"/>
Childcare Needed: Yes <input type="checkbox"/> No <input type="checkbox"/>	Number: _____ Age Range: _____
Honorarium or Stipend: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Sound Tech Need: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, where? : _____

FOR OFFICE USE ONLY	
Meeting Room(s) Assigned: _____	
Building Key Given To: _____	Returned on: _____
Recorded on Church Calendar By: _____	
Copies To:	<input type="checkbox"/> Administrator <input type="checkbox"/> Staff (FYI) <input type="checkbox"/> Building & Grounds <input type="checkbox"/> Requester <input type="checkbox"/> Nursery Director <input type="checkbox"/> Office Staff