

Event Planning Page

Church-Sponsored Event

Complete entire form and return to the Church Calendar Coordinator at the Welcome Desk. Please keep a copy of your PAGE to verify information submitted. ***If your event requires a set-up, this form must be submitted at least 72 hours prior to the event date. Exceptions to this policy require pastoral approval.***
A Promotion Informational Sheet must be completed, if you want the event advertised.

EVENT NAME:

This event REPLACES a previously planned event

Explanation (i.e. what is changing): _____

ONE-DAY EVENT

____ - ____ - ____

Month-Day-Year

ON-GOING EVENT will be: From: ____ - ____ - ____ Through: ____ - ____ - ____
or Multiple Dates: _____

RECURRING: Every (Circle): Sun Mon Tue Wed Thu Fri Sat

Monthly: _____ Weekly Bi-Weekly
(1st, 2nd, etc)

Starting Time

Ending Time

Access to Room Time

A.M. P.M.

A.M. P.M.

A.M. P.M.

Room Choice #1 _____

Room Choice #2 _____

Multiple Rooms: _____

Number of People expected: _____

Need elevator in Main Bldg? Yes No

List on Public Calendar? Yes No

Does this need advertised/promoted? Yes No
If yes, fill out a Promotion Informational Sheet

EVENING NURSERY (6wks - Pre-K): one must be selected

Evening Nursery is available by reservation, only for church events on church property, for children 6-weeks old to Pre-K. Upon receipt of your evening nursery request, the Nursery Ministry Director will contact you with confirmation that your request has been approved. This form request must be submitted no later than five business days prior to your event or nursery will not be available.

All Nursery requests are by RSVP only. Event attendees that require a nursery must reserve a spot within 48 hours of the event by calling or emailing the Nursery Ministry Director: nursery@fumcardmore.com or calling 580-223-5390 ext 318.

You are responsible for informing the attendees. If no reservations are made, there will be no nursery provided.

Nursery Needed for One-time Event

Nursery Needed for Recurring event

No Nursery Needed

NOTE: All Room Set-up and Audio-Video needs *MUST* be completed on back.

Check Items Needed:

8 ft narrow tables 8 ft. Tables 6 ft narrow tables

Round Tables 6 ft. Tables Podium White writing board

Screen VCR DVD Piano

Projector Stage set-up Mic w/stand Cordless Mic

Will event require DVD, PowerPoint, Microphone, or Music? Yes No

If yes, then you must contact Mike Dees to confirm.

**Sound System arrangements are confirmed ONLY after speaking with Mike Dees.
Please call 580-223-5391 ext.302 ASAP if you would like to arrange sound for your event.**

Will event include meal preparation? Yes No *Will it be catered?* Yes No

Coffee Tea Water Other Beverage (specify): _____

Other Needs (please specify): _____

Drawing of Room Set-up:

Person completing this Form (signature): _____

Cell _____ (email) _____

Person responsible for event/rooms used: _____ Cell _____

(turning off lights; adjusting thermostats; resetting room as it was found)

Date submitted: ____ - ____ - ____