



Suquamich UCC
 P.O. Box 318
 Suquamish, WA 98392
 (360) 598-4434

EVENT PLANNING GUIDE

Date of Request: _____

WHO?

Name of Group: _____
 Members of the Committee: _____
 Contact Person for this Event: _____ Phone: _____
 Back-up Contact Person: _____ Phone: _____

WHAT?

What is the event? _____
 Is this request for a one-time event? _____ An annual event? _____
 Or a more frequently occurring event? _____ *If so, please explain:* _____

Funding:

Will costs be incurred? _____ If so, what are the estimated costs? _____
 What is the funding to be used for? _____
 What is the source of the funding? _____
 Has the Board of Trustees approved unbudgeted church funds? _____ When do you need the funds? _____

Advertising:

Will you need to advertise within the church? _____ How? _____
Please get a copy of any desired within-church advertising to the Church Administrator at least two weeks before the event.
 Will you need to advertise to the public? _____ How? _____
Payment for advertising is the responsibility of the group sponsoring the event. Please work with the Admin Board on all publicity.

WHY?

What are you trying to accomplish through this event? _____

WHEN?

Date(s) of event: _____ Time: _____
 Set-up: Date & time: _____ Person in charge : _____ Backup person: _____
 Clean-up: Date & time: _____ Person in charge : _____ Backup person: _____
 Pre-event inspection: Person in charge: _____ Post-event inspection: Person in charge: _____

WHERE?

Do you need to reserve space? _____ What specific area(s) of the church are needed? _____

 Do you need to use the kitchen for cooking? _____ For serving?: _____

Completed form should be submitted to the church Boards for their review. See the other side...

STEPS FOR COMPLETING THE PLAN:

Each step must be completed and signed by the appropriate church staff or Board representative.

1. Meet with Office Administrator for tentative approval of the date and general assistance with developing the plan. _____
2. Get a list of possible within-church advertising options from the Church Administrator. _____
3. Does this event involve a mission of the church or a church program? Discuss it with the Diaconate. _____
4. Does this event involve long-term use, intensive use, or alteration of church facilities? Does it require unbudgeted funding? Is it intended as a fund-raiser? Discuss it with the Board of Trustees. _____
5. Discuss it with the Board of Administration, including any needs for public advertising. _____
6. Fees/deposits paid to the church via Church Office. _____
7. Church Administrator places the event on the church calendar. _____
8. _____
9. _____
10. _____
11. _____
12. Return the completed Guide to the Church Administrator for filing. _____

OFFICE USE ONLY

Diaconate OK: _____	Trustees OK: _____	Admin OK: _____
Deposit/Fee: _____	Inspection Form: _____	Entered on Calendar: _____