



# inForm

Date Submitted \_\_\_\_\_

"Save As" (in Adobe Reader/Acrobat) or "Save a Version" (in Preview)

Name of Event: \_\_\_\_\_ Location: UPPC OFF-SITE: \_\_\_\_\_

Minister's Name: \_\_\_\_\_ Minister's Approval & Date: \_\_\_\_\_

DATE(S) OF EVENT \_\_\_\_\_  
 ACTUAL START TIME / ACTUAL END TIME \_\_\_\_\_  
 SET-UP TIME / TAKE-DOWN TIME \_\_\_\_\_

DESIGNATED CONTACT \_\_\_\_\_  
 DESIGNATED CONTACT'S PHONE \_\_\_\_\_  
 DESIGNATED CONTACT'S EMAIL \_\_\_\_\_

### FOR OFFICE USE ONLY

Chuck Benedict \_\_\_\_\_  
 Kate Davis \_\_\_\_\_  
 Jill McMullen \_\_\_\_\_  
 Reid Benson (Sanctuary) \_\_\_\_\_  
 Laura Richardson / Taylor Conrad \_\_\_\_\_  
 Allison Klump \_\_\_\_\_  
 Copy / S-drive / calendar / sent \_\_\_\_\_

### ROOM(S) REQUESTED

Final room assignment(s) will be decided by scheduler based on church needs.

#### Please check room(s) requested:

- |                                           |                                     |
|-------------------------------------------|-------------------------------------|
| <input type="checkbox"/> Fellowship Hall  | <input type="checkbox"/> The Lodge  |
| <input type="checkbox"/> Chapel           | <input type="checkbox"/> Youth Room |
| <input type="checkbox"/> Gym              | <input type="checkbox"/> Room 10    |
| <input type="checkbox"/> Gym Narthex      | <input type="checkbox"/> Room 11    |
| <input type="checkbox"/> Sanctuary – Tech | <input type="checkbox"/> Room 12    |
| <input type="checkbox"/> Library          | <input type="checkbox"/> Room 13    |
| <input type="checkbox"/> Fireside Room    | <input type="checkbox"/> Cafe       |
| <input type="checkbox"/> Latte Cart       |                                     |

Other: \_\_\_\_\_

### ROOM NEEDS

# of Attendees Expected: \_\_\_\_\_

|                        | AMOUNT  |
|------------------------|---------|
| Round tables (60")     | # _____ |
| Chairs per table       | # _____ |
| 8' rectangular tables  | # _____ |
| 6' rectangular tables  | # _____ |
| Chairs (theater-style) | # _____ |
| Easel                  | # _____ |

#### Please check if needed:

- Lectern  
 Screen  
 Whiteboard  
 Other

### COMMUNICATIONS

Advertising Requested: Yes  No

Kate Davis, ext. 135, will contact you with an email follow-up asking for more detailed information.

### ATTENDEE REGISTRATION NEEDS

- Register online  
 Register—Connect Center  
 Adult Ministries  
 Register—Welcome Center  
 Newcomers

Registration begin date: \_\_\_\_\_

Registration end date: \_\_\_\_\_

Event fee: \_\_\_\_\_

You will be contacted for more information.

### AUDIOMISUAL EQUIPMENT

Electronic equipment is by availability only.

#### Please check all that apply:

- Microphone  
 Handheld  
 Body Worn  
 Projector  
 Laptop  
 Yes Cart  No Cart  
 DVD  
 CD

Only approved technicians are allowed to operate the sound system and video system in the Sanctuary and Gym.

If you are using prerecorded material it must be reviewed by our Tech Coordinator three days before the event.

Reid Benson, ext. 133, will contact you for more detailed information.

### KITCHEN NEEDS

#### Please check all that apply:

- Will our Kitchen be used? Yes  No   
 Will you serve food? Yes  No

Who will prepare it? \_\_\_\_\_

If you need Caterer Steve King, please contact him at 209-1241.

- Will you need:  Linens  
 Water Pitchers  
 Coffee Service

The kitchen or a reception may be scheduled only if a UPPC staff member is available for your event. You will be contacted by our Kitchen Manager, Chuck Benedict, x129, regarding your needs.

#### Additional Information:

### CHILDCARE NEEDS

Nursery needs? (4 mo-kgtn) Yes  No

Laura Richardson, 253-590-3547, will contact you for childcare and nursery confirmation for your event. UPPC nursery employees must be available in order to schedule childcare.

### FUNDRAISING

For \_\_\_\_\_

Fundraising Form Available: F:/Forms-Templates/Financial/UPPC Fundraising Application 2012. Complete and return to Office.

## Directions to fill out inForm:

- Minister/Team/Designated Contact will “Save As” PDF form found online (S\:\Building Use\inForm July 2016 fillable.pdf) and fill out (preferred) OR print out and write in (legibly)
- Minister/Team will answer all questions, checking calendar to see if preferred date for event is open
- Minister MUST sign approval on form – electronic typed signature ok
- Send electronic copy to Receptionist (preferred), [aklump@uppc.org](mailto:aklump@uppc.org), or print out and give to directly to Allison
- Staff will contact you as necessary for detailed information

*\*\*For your convenience you may want to save this blank template on your desktop\*\**

The Receptionist/Scheduler will:

Reserve the needed rooms/dates requested or contact you, if unavailable

Forward the **inForm** to the appropriate staff, as needed

Send you a confirmation email that your form was received and rooms reserved

The Minister will:

Make sure the Designated Contact has a copy of the form and is aware of the plans made or any changes that need to be communicated to staff

Other staff (kitchen, media, communications, etc.):

Will contact you for specific details pertinent to your particular event

## Definitions:

**Event** – Any in-house or offsite program that a team is planning that needs anything other than just a room reservation  
Room reservation can be done on a yellow half sheet, found in the Office

**Minister’s Approval and Signature** – A minister MUST sign approval on any event; an electronic typed signature OK

**Dates of Event** – Please include ANY dates that you would like to use any room within the church

**Actual Start Time / End Time** – The time your event / class will start and end – not including set up or take-down

**Set-Up / Take-Down Time** – The times you will need to be in the room(s) for decorating and/or preparing your presentation, and then taking everything down.

**Designated Contact** – The ONE person that will communicate with the staff regarding all aspects of the event or class  
This can be the minister or designee

**Fundraising** – Any event in which you are raising money from the congregation or others to support your program/mission, including sales of items such as wreaths

*\*\*Does not include fees for classes, VBS, sale of books for a class, etc\*\**