



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 (Setup/Kitchen) _____
- Kate Davis (Advertising) _____
- Reid Benson (Media) _____
- Laura Richardson (Childcare) _____
- Exec Assistant (Pastor's Calendar) _____
- Allison Klump (Scheduling) _____
- On Calendar / Save & Attach / Email 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"/> Chapel | <input type="checkbox"/> Café |
| <input type="checkbox"/> Gym | <input type="checkbox"/> Youth Room |
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Room 10 |
| <input type="checkbox"/> Room 8 | <input type="checkbox"/> Room 11 |
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Room 12 |
| <input type="checkbox"/> The Lodge | <input type="checkbox"/> Room 13 |

Other: _____

Other: _____

AUDIO/VISUAL EQUIPMENT

Electronic equipment is by availability only.

Please check all that apply:

- | | | |
|-------------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Microphone | <input type="checkbox"/> Handheld | <input type="checkbox"/> Body Worn |
| <input type="checkbox"/> Projector | | |
| <input type="checkbox"/> Laptop | <input type="checkbox"/> Yes Cart | <input type="checkbox"/> No Cart |
| <input type="checkbox"/> DVD | <input type="checkbox"/> CD | |

Only approved technicians are to operate the sound system and video system in the Sanctuary or Gym. Any prerecorded material must be reviewed by our Director of Media three days before the event. Reid Benson, x133, will contact you for more detailed information.

Event Description & Other Info:

Required if requesting Advertising

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

KITCHEN NEEDS

Please check all that apply:

- | | | |
|--|----------------|----|
| Will our Kitchen be used? | Yes | No |
| Will you serve food? | Yes | No |
| Who will prepare it: | _____ | |
| <i>If you need caterer Steve King, please contact him at 253.206.1241.</i> | | |
| Will you need: | Linens | |
| | Water Pitchers | |
| | Coffee Service | |

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

COMMUNICATIONS

Advertising Requested: Yes No

If YES, you must provide a brief description of your event at the bottom of the page.

Kate Davis, x135, will contact you by email for a follow up.

ATTENDEE REGISTRATION NEEDS

- Register online
- Register in person—Welcome Center

Registration begin date: _____

Registration end date: _____

Event fee: _____

You are responsible to create your own registration with Planning Center [Registrations]. Please email the completed registration link to Kate at kdavis@uppc.org

CHILDCARE NEEDS

Nursery needs? (4 mon-kindergarten) 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: _____

Pre-approval given by Finance Team? Yes No

Directions to fill out inForm:

Minister/Team/Designated Contact will "Save As" PDF form and fill out (preferred) OR print out and write in (legibly) found online: UPPC.org -> *Events* -> *Event Planning*, or on the staff shared drive: *Forms-Templates* -> *Building Use* -> *inForm June 2018 fillable.pdf*

- 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, 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 the Minister or Designated Contact, 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 off-site program that a team is planning that needs anything other than just a room reservation (multiple occurrences, setup, AV, advertising, kitchen use, etc)

- Room reservation can be done on a Yellow (half) Sheet (found in the Office) or via email to Allison

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

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

- Recurring pattern of day is OK: 2nd Tuesdays; Wednesdays 9/11-6/15, 2nd/4th Thursdays, etc

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 once the event is done

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 a 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.

- ***ALL fundraisers must be pre-approved by the Finance Team***
- Does not include fees for classes, Day Camp, sale of books for a class, etc