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| **EVENT PURPOSE** *What is the meeting/event that you are proposing and what is the purpose?* |
| **Ministry:**       | **Point of Contact:**       |
| **Event Title:**       | **Expected Attendance:**       |
| **Target Audience:** *(children, Seniors, etc):*      |
| **Meeting/Event Description** *(Purpose, Who, What, When, Why):*      |
| **EVENT MEETING DETAILS** *What is the time/date, of this meeting/event? Is there a fee? Will you need marketing support?*  |
| **Event Date:**       | **Is this a one-time or recurring meeting/event?** *If recurring, please list details below.* **[ ]  One-Time [ ]  Recurring** |
| **Event Start Time:**       | **Event End Time:**       | **[ ]  Daily** | **[ ]  Weekly:**       |
| **Setup Time:**       | **Breakdown Time:**       | **[ ]  Monthly: *Every***       |
| **Is event ticketed or requires registration? [ ]** Yes **[ ]** No | **Will you need any marketing or promotional needs for the event/program? *Graphic design and/or external promotions requests must be submitted at least 45 days prior to the event date.* [ ]**  Yes **[ ]** No |
| **Registration Period:**       |
| **Registration Methods: [ ]** Online **[ ]** On-Site | **[ ]** Banner *(indoor)* | **[ ]** E-blast *(external)* | **[ ]** Church Bulletin |
| **Cost per Registrant/Ticket: $**      | **[ ]** Banner *(outdoor)* | **[ ]**  Webpage  | **[ ]** Text Message |
| **Maximum # of Registrants/Tickets:**       | **[ ]** Flyer/Postcard | **[ ]**  Newspaper | **[ ]**  Video |
| **Promotion Launch Date:**       |
| **EVENT LOCATION** *Where is this meeting located and which spaces will you need to use?* |
| **If the event is happening at Gethsemane UMC, please select the room or location that you would the property of the proposed event/program and the desired space to be used.** *Please select all that apply.* |
| **[ ]** Sanctuary | **[ ]** Fellowship Hall | **[ ]** Penrod Chapel | **[ ]**  Basketball Court | **[ ]** Narthex/Lobby | [ ]  Classrooms |
| **[ ]**  Dance Room | **[ ]**  Youth Room | **[ ]** Library  | **[ ]**  Parking Lot | **[ ]** Kitchen | **[ ]** Nursery |
| **If the event/program is sponsored by Gethsemane UMC, but happening on a non-Gethsemane property, please identify the type, name, and address of the facility.**  |
| **Type of Facility** | **[ ]**  Arena/Stadium | **[ ]** Member Home | **[ ]**  Other Church | **[ ]**  Park |
| **[ ]**  Retreat/Camp | **[ ]** Restaurant | **[ ]** Convention Center/Hotel |
| **Facility Information** | **Name of Facility:**       | **Facility Contact**:       |
| **Contact Phone:**       | **Contact Email:**       |
| **Address:**       |
| **Contract Needed for Venue? [ ]** Yes **[ ]**  No*Please attach copy of contract, if applicable.* | **Contract Submission Deadline:**       |
| **EVENT RESOURCES** *What church resources will you need for the day of this meeting/event?* |
| **Check all the materials that are needed for the event/meeting. Specify quantities to the right.** |
| **[ ]**  Tables       | **[ ]** CD Player/Radio       | **[ ]** Laptop       | **[ ]**  Easels       | **[ ]** Podium       |
| **[ ]**  Chairs       | **[ ]** Projector/Screen       | **[ ]** Speakers       | **[ ]** Microphone       | **[ ]** Other       |

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| **MINISTRY COLLABORATION** *Which ministries are supporting your ministry in the planning and execution of the event?* |
| **ADMINISTRATION** | **OUTREACH** |
| **[ ]**  Lay Leadership & Development | **[ ]** Communications | **[ ]**  Community Volunteer | **[ ]** Missions  |
| **[ ]**  Audio/Visual | **[ ]** Lay Servants | **[ ]**  Food Pantry | **[ ]** Prison Ministry |
| **[ ]**  Evangelists | **[ ]** Staff/Parish Relations | **[ ]** Health & Welfare | **[ ]** Samaritan Ministry |
| **[ ]** Finance Committee | **[ ]** Trustees | **[ ]**  Hospitality Ministry |
| **NURTURE** | **WITNESS** |
| **[ ]**  Adult Ministry | **[ ]**  United Methodist Men | **[ ]** Acolytes | **[ ]** Native American Ministry |
| **[ ]**  Children’s Ministry | **[ ]**  United Methodist Women | **[ ]**  Church & Society | **[ ]** Peace Advocate |
| **[ ]** Christian Education | **[ ]** Yesterday’s Children | **[ ]** Communion Stewards | **[ ]** Religion & Race |
| **[ ]**  Membership Committee | **[ ]**  Young Adult Ministry | **[ ]** Evangelism | **[ ]** Status & Role of Women |
| **[ ]**  Parish Ministry | **[ ]** Youth Ministry | **[ ]**  Higher Education & Campus Ministries |
| **WORSHIP** |
| **[ ]**  Ushers | **[ ]** Inspirational Sounds of Joy | **[ ]** Liturgical Dance | **[ ]** Worship Design Team |
| **[ ]** Voices of Gethsemane | **[ ]**  The Ensemble | **[ ]** Drama Ministry | **[ ]**  Chancel Choir |
| **[ ]** Crusaders for Christ | **[ ]**  Garden of Gethsemane | **[ ]**  Communion Stewards/Acolytes |
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| **EVENT BUDGET** *Break down the total cost by identifying each individual category and the amount* |
| **Category** | **Amount** |  |
| Administrative Expenses (office supplies, copy/print worksheets) | **$**      |
| Audio/Visual/Decorations (a/v equipment, stage rentals, flowers, ) | **$**      |
| Entertainment (musican fees, honorarium, speaker fees, moonbounce etc) | **$**      |
| Food & Catering | **$**      |
| Marketing & Promotion (print/design flyers, paid advertisement) | **$**      |
| Training  | **$**      |
| Travel & Accommodations (ground transportation, lodging, meals) | **$**      |
| Venue Costs (venue rental, security deposit) | **$**      |
| Other       | **$**      |
| **What is the total cost of the entire event?** | **$**      |
| **Are there any sponsors, donations, or grants (in-kind or financial) being used for the event or program? If so, please attach a list the sponsors, their contribution, and what they are asking for in return.**  | **Total donations$**      |

Comments:

Approved by Rev. Ronald Triplett

Approved by Ministry Area Chair