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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