

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 4.2019 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), jbrooksher@uppc.org, or print out and give to directly to Scheduler.
- Staff will contact you as necessary for detailed information

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

The 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, childcare, etc)

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

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 camps, sale of books for a class, etc.



inForm

Date Submitted _____

“Save As” (in adobe Reader/Acrobat) or “Save a Version” (in Preview)

Name of Event _____ Location if off-site _____

Minister _____ Signature & Date _____

Event Date/s _____ Start-End Times _____ Set-up/Take-down Times _____

Contact Person: Name/Email/Phone # _____

ROOMS REQUESTED *(Final room assignments will be decided by scheduler based on availability/church needs.)*

Chapel Fellowship Hall Gym Music Room Sanctuary Worship Room
 342 Youth Room Youth Café Room 121 Room 122 Room 123
 Room 124 Room 125 The Lodge Upper Kitchen Lower Kitchen
 Other _____ The Wayside *If you are requesting the Wayside to be open for coffee sales outside of regular hours of operation, please check here _____. Wayside Mgr. will contact you.*

SET-UP NEEDS

# of People Expected	_____	<i>Facilities will contact you if more information is needed. Please include a sketch of desired set-up on separate page or back of page, including any additional notes.</i>
60" Round Tables	# _____	
8' Rectangular Tables	# _____	
6' Rectangular Tables	# _____	
Chairs per table	# _____	
Chairs (theater style)	# _____	
Other	_____	

COMMUNICATIONS

Publicity/Advertising Requested
If checked, please provide a brief description of your event at the bottom or the back of the page. Communications Mgr. will contact you for follow-up.

Event fee \$ _____

Registration online
You are responsible for creating registration with Planning Center. Please email the completed registration link to kevarts@uppc.org

KITCHEN NEEDS

Food will be served Catered
 Person/Place preparing _____

Steve King may be available for catering. Contact at 253.206.1241

You are encouraged to fill water pitchers and make coffee for your event. Check the boxes for water and coffee only if you need help from facilities, and facilities manager will contact you.

Water Pitchers Coffee Table Linens

CHILDCARE

Need for children 4 mos.-5 years.
 Number of children expected _____.

Early Childhood Dir. will contact you to confirm for your event. UPPC nursery employees must be available to schedule childcare.

IS THIS A FUNDRAISER?

for: _____

We have pre-approval from Finance Team.

A/V EQUIPMENT

Microphone Projector Audio Device
 Other _____

Media Coordinator will contact you for more detailed information. Only approved technicians may operate sound and video systems in sanctuary or gym. Any pre-recorded material must be approved at least 5 days before the event.

FOR OFFICE USE ONLY

Facilities	_____	A/V	_____
Communications	_____	Wayside	_____
Caring	_____	Scheduling	_____
Childcare	_____	Calendar	_____
Pastor's Calendar	_____	PC	_____
		Email	_____

OTHER INFORMATION