

Event Planning, Facility and Childcare Request Form

Please fill out this form at least two weeks (preferably more) in advance of your event

Today's Date: _____

Your Name: _____

Your Email Address: _____

Your Phone(s): _____

Date of your event: _____

Event Name: _____

Name of the church group/committee in charge of this event: _____

Name or number of room you are requesting: _____

Estimated number of people attending the event: _____

*Events that exceed regular building hours must be scheduled and approved through
Marcia and Chris.*

Regular building hours are:

Sunday: 7:30 am-12:30 pm

Monday-Thursday: 8:30 am-8:30 pm

Friday: 8:30 am-5:30 pm

Saturday: 5:00 pm-8:30 pm

Official starting time of your event: _____

What time do you need to enter the room in order to prepare it for the event? _____

What do you expect the last person leave the room after the event is over? _____

HOW DO YOU WANT THE ROOM ARRANGED?

Please draw a diagram of the room setup needed and provide a brief written summary if further clarification is helpful (items such as chairs, tables, lecterns, etc.)

[You can draw on the form in Adobe Reader by clicking Comment, then clicking the pencil under Drawing Tools.](#)

WHAT EQUIPMENT IS NEEDED FOR THE EVENT?

Please list equipment you need provided by the church for your event [such as projector, screen, TV, DVD, White Board, speakers, laptop, or sound system with microphones (sound system is available in Centennial Hall, Westminster Hall, Sanctuary and Chapel)].

- *Please think through the equipment needs of event carefully and list all that you need. This enables staff members to provide you a more joyful and less stressful event.*
- *If bringing any of your own equipment to connect to the church's projectors, computers, etc., please provide the equipment to the church 24 hours before the event in order to ensure it is compatible with our own equipment.*

IS CHILDCARE NEEDED? **CHILDCARE IS CURRENTLY PROVIDED FOR CHILDREN WHO HAVEN'T YET ATTENDED KINDERGARTEN ONLY**

How many children do you anticipate attending? _____

What are the children's approximate ages? _____

Budget / Account Number (or indicate personal payment) _____

The ministry requesting childcare will be billed for the services using its account number. If your ministry/small group does not have a church account, cash or check is accepted and is due at least 2 weeks prior to the event. The cost of childcare is \$10 per hour, per worker. Church policy requires a minimum of 2 workers in a room at all times and each age group requires a specific worker to child ratio, to ensure safety. Patty Farthing, the childcare coordinator, will determine how many workers will be needed for the event.

Who will be on-site during your event, for the childcare workers to contact in case of an emergency?

On-Site Emergency Contact's Name: _____

On-Site Emergency Contact's Phone Number: _____

Parents should be on site at all times while children are being cared for. If this will not be the case, the event coordinator should meet with the childcare coordinator to discuss the event and request in detail.

Will parents be on site at all times during the event? _____

WHAT PR DO YOU NEED? PLEASE TEAR OFF AND USE FOR YOURSELF AS A HELPFUL GUIDE FOR PR.

- a. Web banner on front page of church website
 - a. Email your request with any pictures, verbiage or other information needed to create a banner to eric@firstpres.church.
- b. Facebook posting of your event on our Facebook Page
 - a. Email to eric@firstpres.church
- c. Facebook posting of your event in our Facebook Group (First Presbyterian Church of Champaign)
 - a. You may post this yourself if you are on Facebook or you may request it be done by appropriate staff.
- d. Flyers posted in Westminster Hall, Centennial Hall, and in Education Building
 - a. Submit your printed flyers to Marcia for display. *Flyers should be 8.5" x 11" and vertical orientation only.*
 - b. If this is a Mission Event and you would like help from Kristi Corbin with creation of the flyer, please contact her ASAP.
- e. Information in the Sunday bulletin
 - a. Email your request with to marcia@firstpres.church by Tuesday morning for publication in that week's bulletin. If the event is a Missions activity, please carbon copy Kristi Corbin kristi@firstpres.church.
- f. Article in the Church Newsletter
 - a. Email an article to submit for publication to marcia@firstpres.church by the last Monday of the month preceding the month of the event. If the event is a Missions activity, please carbon copy Kristi Corbin kristi@firstpres.church.
- g. Article or announcement in the News Gazette's Friday religious page.
 - a. Email your submission by Monday at 9 am preceding the Friday publishing date to Marcia marcia@firstpres.church
- h. Article in the Heart of Missions (for Missions only)
 - a. Email an article to submit for publication to kristi@firstpres.church by the last Monday of the month preceding the month of the event. Articles about previous Missions events will also be accepted if you would like a "follow-up" article about the event.