

CUMC Event Planning Worksheet

Date Booked _____

Event _____ Date(s) of Event _____

Room(s) Reserved _____ Number Attending _____

Beginning Time _____ Ending Time _____ Setup Time _____

Department & Line Item # _____

Calendar - DO THIS FIRST!

Need Done

- | | | | |
|--------------------------|--------------------------|--|-------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Book On-going Small Event (ie. bridge, Bible Studies, luncheons) | Dotty Tilly - ext.112 |
| <input type="checkbox"/> | <input type="checkbox"/> | Book Special Event (events with 150 or more attending) | Mary John Johnson - ext. 111 |
| <input type="checkbox"/> | <input type="checkbox"/> | Book Food Service | Kathleen Terry - ext. 150 |
| <input type="checkbox"/> | <input type="checkbox"/> | Book Nursery/Childcare | Sharon Box - ext. 124 |
| <input type="checkbox"/> | <input type="checkbox"/> | Book Funerals/Weddings | Catherine Hames - ext. 116 |
| <input type="checkbox"/> | <input type="checkbox"/> | Book Gym | Betty Lynn Freeman - ext. 154 |
| <input type="checkbox"/> | <input type="checkbox"/> | Notify Gale Drummond (events with 150 or more attending) | Gale Drummond - ext. 100 |

Set-ups/Logistics

Need Done

- | | | | |
|--------------------------|--------------------------|---|------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Turn in Room Set-up form (at least 3 days prior to event) | Dotty Tilly - ext. 112 |
| <input type="checkbox"/> | <input type="checkbox"/> | Book Media/AV Equipment needed | Dotty Tilly - ext. 112 |
| <input type="checkbox"/> | <input type="checkbox"/> | Book Security - Hours needed | Mike Conerly - 573-1362 |
| <input type="checkbox"/> | <input type="checkbox"/> | Book Extra Custodians - events with 150 or more | Clarence Hasberry - 940-2254 |
| <input type="checkbox"/> | <input type="checkbox"/> | Door(s) Unlocked - Hours | Bob Litty - 573-4471 |
| <input type="checkbox"/> | <input type="checkbox"/> | Heating/AC - Hours | Bob Litty - 573-4471 |
| <input type="checkbox"/> | <input type="checkbox"/> | Book Golf Carts/Drivers | George Strickland - ext. 113 |
| <input type="checkbox"/> | <input type="checkbox"/> | Reserve Bus/Van | Jim Ricks - 259-0701 |
| <input type="checkbox"/> | <input type="checkbox"/> | Sheriff's Deputies - Hours | Mike Conerly - 573-1362 |
| <input type="checkbox"/> | <input type="checkbox"/> | Order Exterior Signage (3 weeks prior to event) | Communications - ext. 120 |
| <input type="checkbox"/> | <input type="checkbox"/> | Interior Signage (2 weeks prior to event) | Communications - ext. 120 |

Communications

Need Done

- | | | | |
|--------------------------|--------------------------|---|----------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Sunday Worship Bulletin Announcement(s) - deadline Wed. before the Sunday | Communications - ext. 120 |
| <input type="checkbox"/> | <input type="checkbox"/> | Screen Announcement(s) - deadline Wednesday before the Sunday | Brent Rhodes - ext. 144 |
| <input type="checkbox"/> | <input type="checkbox"/> | Website - deadline at least two weeks prior to event | Communications - ext. 120 |
| <input type="checkbox"/> | <input type="checkbox"/> | Newsletter (bi-monthly) - deadline Monday before the 1st & 15th of month | Communications - ext. 120 |
| <input type="checkbox"/> | <input type="checkbox"/> | The Messenger - Quarterly Newsletter -deadline Dec., Mar., July, & Oct. | Communications - ext. 120 |
| <input type="checkbox"/> | <input type="checkbox"/> | Brochure/flyer for event - deadline 4 weeks prior to event | Communications - ext. 120 |
| <input type="checkbox"/> | <input type="checkbox"/> | Newspaper Ads, billboards, radio, TV, Press release - 2 months prior | Communications - ext. 120 |
| <input type="checkbox"/> | <input type="checkbox"/> | Sunday School Packets/Bulletin Boards | Catherine Hames - ext. 116 |
| <input type="checkbox"/> | <input type="checkbox"/> | Brochure Holders | Communications - ext. 120 |

Volunteers

Need Done

- | | | | |
|--------------------------|--------------------------|-------------------------|------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Book Greeters - Hours | George Strickland - ext. 113 |
| <input type="checkbox"/> | <input type="checkbox"/> | Book Ushers - Hours | Jim Ricks - 259-0701 |
| <input type="checkbox"/> | <input type="checkbox"/> | Other volunteers Needed | Dotty Tilly - ext. 112 |

Additional information: _____

