Event Planning Form

Submitted by:

Name: _____

Phone: _____

Email: _____

Event Information:

Title: _____

Description: To be used for promotional purposes (bulletins, e-blasts, calendar, Facebook, etc.)

_____

_____

_____

_____

_____

Requested Date and Time: _____

Requested Location (note room in Church if at Unity): _____

* *You will be notified if your requested date, time, and location are in alignment with Unity of Birmingham's calendar. Alternative date, time and/or location options may be recommended by Unity of Birmingham.*

Team(s) Involved: _____

* *Leaders of all teams involved in the event are required to sign off on the Event Planning Form.*

What type of support will you need from the staff or teams?

Examples: audio-visual, microphone, sound system, screen, dry erase board, flipchart, etc.

_____

_____

_____

Will there be any books or other materials for sale at this event? Yes or No

If yes, please describe: _____

_____

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Event leader is responsible for coordinating a team with a minimum of 4 people. Please list your team members' names and phone #s for the following positions:

**** This section is not required for guest speakers. Unity of B'ham will supply support for these roles during all guest events.***

1. Greeter _____

2. Food Chairperson _____

3. Set-Up _____

4. Clean-Up _____

   ** Kitchen is clean; all dishes washed, dried & put away. Trash disposed of in dumpster.*

5. Open/Close Church _____

   ** Turning off lights, A/C; checking restrooms; locking exit doors, etc. See church administrator in advance if you need to check out a key. See Opening / Closing Procedure for full instructions.*

6. Love Offering Count (2 people required) _____

   _____

   ** Count the love offering & place in envelope in church safe. Count sheet and envelope available from church administrator; please pick up in church office prior to event.*

Event Facilitator Signature: _____

In signing this document, I agree to fulfill the responsibilities outlined on the Event Checklist and to represent Unity of Birmingham's vision, mission and core values in all I do in connection with this event.

Instructions for Individual/Team Submitting the Request:

* Please submit the *Event Planning Form* a minimum of 6 weeks prior to any proposed event to ensure adequate support and opportunity to promote.
* Submit completed form to Lesley Russell (lesley.russell@unitybham.org).
* The proposed event will be reviewed at the next staff meeting (weekly on Tuesdays) and you will subsequently receive a response regarding date, time and location of your event.
* The event will then be placed on the Unity of Birmingham calendar and promoted (via bulletins, e-blast, Facebook, announcements, etc.) as determined by Unity of B'ham staff.
* Please see the Event Checklist for information and guidance on leading events at Unity of Birmingham.