WSUMC Events

Please fill complete this form for any WSUMC events as much as possible

1. Email *

2. Name *

3. Cell phone *

4. Email address

5. Name of Event *

6. Hosting Committee/Team *

7. Date(s) of the event *

8. Event location requested *

9. Type of event

Check all that apply.

	Column 1
Small Group	☐
Presentation	☐
Party	☐
Meeting	☐
Fundraiser	☐
Reception	☐
Large Group	☐

10. Expected attendance

_____

11. Description of event *

_____

_____

_____

_____

_____

12. Is this event open to the public? *

Mark only one oval.

◯ Yes

◯ No

13. Do you need a registration set up in Realm?

Mark only one oval per row.

	Column 1
Yes	◯
No	◯

14. If yes, list closing date for registration

_____

15. Do you need greeters/volunteers for the doors?

Mark only one oval per row.

	Column 1
Yes	◯
No	◯

16. If yes, how many?

_____

Set Up—Sound & Audio

17. What set up is needed?

Mark only one oval.

- ( ) Projector screen
- ( ) Projector
- ( ) Podium
- ( ) Microphone(s)
- ( ) Special lighting (ie, spot)
- ( ) Piano
- ( ) Other: _____

Tables/Chairs

18. Number of chairs?

_____

19. Number of tables?

_____

20. If no chairs are needed, set chairs theater style?

Check all that apply.

- [ ] Yes
- [ ] No

21. WSUMC Tent (for outdoor events)

Check all that apply.

- [ ] Yes
- [ ] No

22. Any other item(s) needed

_____

_____

_____

_____

_____

23. Do you need the doors unlocked?

Mark only one oval.

◯ Yes

◯ No

24. What time do you need the doors locked?

_____

Example: 8:30 AM

Publicity

All promotion to the congregation is included unless it is not applicable. The event will be published in all WSUMC communications, and the website, on the calendar, and other applicable social media sites, as well as *The Connection.*

25. Do you need this event promoted to the community/public?

Mark only one oval.

◯ Yes

◯ No

26. Do you have a budget for this event? If so, what is it?

_____

27. Do you need poster or flyers for the event?

Mark only one oval.

◯ Yes

◯ No

◯ Other: _____

28. Need date

_____

Example: January 7, 2019

29. Quantity

_____

30. Do you need any other type of signage (A-frame, etc.?)

Check all that apply.

☐ Yes
☐ No

If there is any need to collect money, please see Robbie Douglas.

Google Forms