

Park Avenue UMC Event Request

REQUEST MUST BE SUBMITTED AT LEAST 2 WEEKS IN ADVANCE OF EVENT TO BE CONSIDERED

OFFICE USE ONLY Date Received _____ Date Entered _____ Initials _____
Notes:

Date of Request _____ ___New Event ___Update Event (orig. date _____) ___Cancel Event

Event Name _____

Event Date _____ Start Time _____ Set Up time _____ End Time _____ Clean Up time _____

Recurring ___daily ___weekly ___monthly Final date of recurring event _____

Dates recurring event will NOT take place _____

*Reoccurring events are scheduled from Sept through May. If your event carries over through the summer, a separate form must be submitted for June through August. Event requests will only be considered up to one year in advance.

Description of Event (1-2 sentences) _____

Is this a Servant Leader opportunity? Please list how many people and what you need them to do...this will show in the web site description of your event _____

Approximate Number Attending _____ Sponsoring Group _____

Contact Person _____

Phone _____ Email _____

Room Request 1st choice _____ 2nd choice _____

___This event is off site ~ Location _____

___This event is a fundraiser (Please note that all fundraisers must be preapproved by filling out the Fundraising Guidelines form)

Please indicate below the number of tables and chairs needed. These will be placed in the room.

Tables and chairs must be set up AND taken down by the person / group sponsoring the event.

___ # of chairs ___# of round tables (14 available) ___ # of 6 ft tables (6 available) ___# of 8 ft tables (7 available)

**Please note the number of tables listed is available only if there is not another event scheduled.*

Other Supplies: ___Easel Stand / Paper ___White Board / Markers ___ Podium ___ Screen

Sound system (microphone, speaker) requests are available for a charge of \$60 per event on a single day, and only if a technician is available on the day requested. Contact Michelle for further information.

Please contact Michelle Higgins michellehiggins@parkavechurch.org with questions regarding this form.