

First United Methodist Church of Allen Ministry Scheduling Worksheet 2012

GENERAL INFORMATION

Event Basic Information

Contact Information

Name of Event:
Date(s): (If a recurring event, indicate specific dates.)

Department/Ministry Area:
Event Coordinator:
Email:
Phone:

Or
 Ongoing Indefinitely
(Must notify office of Cancellations)

Staff Liaison:
Approved by Liaison (sign):
Date Submitted by Liaison:

Event Start Time Event End Time

Does not include set up and clean up which are scheduled below:

Requested Room/Location:
(include location if offsite)

Event Description:

PURPOSE AND MISSION

How will this event further one or more of the three purposes of our church?

Seek

Engage

Encourage

- | | | |
|---|---|---|
| <input type="checkbox"/> Easy for members to invite others
<input type="checkbox"/> Outreach to area/unchurched
<input type="checkbox"/> Follow-up Plan | <input type="checkbox"/> Bible study, small group, affinity group
<input type="checkbox"/> Time of singing, praise, thanksgiving, prayer and/or confession
<input type="checkbox"/> Training/accountability opportunity | <input type="checkbox"/> Designed to meet community needs
<input type="checkbox"/> Designed to meet individual needs
<input type="checkbox"/> Designed to meet church needs |
|---|---|---|

Considering the 2012 Church-Wide Goals and the goals of your ministry area, describe which goal(s) and how this event fulfills one or more of them?

SUPPORT SERVICES

What support services are needed for this event? Requests will be forwarded to the appropriate Department.

Facilities

Departmental

On-Line Registration

Begin (Set-up Time):

End (Clean-up Time):

Setup Tables/Chairs

Choose Option:
 A B C D

or Attach Diagram

Building Access (Key Card/Fob)

Sunday Promotion Table

Dates:
(3 Sundays max)

Computer on Wheels (COW)

Other Needs:

Childcare

Musicians

Ushers

Greeters

Media/Sound Tech

Background Checks

Risk Management Training

Contact List
(Provide Criteria Separately)

Start Date:

End Date:

Cost:

Capacity Limit:

Custom Questions: