

LRUCC Event Form Introduction

Thank you for organizing an event at Little River! The staff looks forward to reviewing the event details at their meeting on Tuesday afternoons. We'll share any questions or concerns with you thereafter, and if everything is in order then we'll put your event on the official church calendar and reserve your space or link.

Before you submit this form, please consider the other events that might be occurring at the same time at Little River. We cannot guarantee that another group will not also hold a concurrent event as long as space is available, but we ask each group to try to avoid conflicts as much as possible. Please consider especially whether the audience for each event is overlapping.

The following resources will help you as you plan your event:

- Church calendar: <https://www.lrucc.org/calendar>
- Council Planning Calendar: <https://docs.google.com/spreadsheets/d/13H712A7Suj7OeHeoTpX11lSdpe83vY8pHQNwQiF5Xxk/edit?usp=sharing>
- The following events occur every Sunday morning:
 - 9-9:50am Meditation Group, Room 7 and online
 - 9:30am-noon Childcare available
 - 10-11am Worship, Sanctuary and online
 - 10:20-11am Church School, Church School wing
 - 11-11:30am Coffee Hour, Social Hall and online
 - 11:30-12:30 Handbells, Room 8 (most Sundays)
 - 11:30-12:30 Confirmation, Jubilee Room (most Sundays)

Events are added to the calendar on a first-come, first-serve basis. We strive to plan events at least 6 weeks ahead of time so that conflicts will not arise, though special circumstances (such as time-sensitive congregational meetings) sometimes require rescheduling. We appreciate your understanding and patience when rescheduling occurs, and we strive not to reschedule any event after it has been placed on the official calendar.

Thanks again for your dedication to Little River and your work in planning an event. We look forward to the details!

Sincerely,

LRUCC Staff

LRUCC Event Form Submission

Basic Information

Event Name: _____

Event Location:

(Please include areas of church requested, i.e., social hall; sanctuary; classroom)

Event Date: _____

Advertised Event Time: _____

Coordinator(s)

Event Coordinator Name and Contact Info (please include phone number and email):

Do you approve listing the Event Coordinator's name and contact info (phone/email) in internal advertisements and church communications? (In external advertisements, the church office phone number and email will be used.)

Yes: **No:**

If applicable: Event Co-Coordinators (please give Name/Phone/Email):

In the event that the Event Coordinator is unavailable on-site during the event, who should be contacted? (Please give name and cell phone number of substitute coordinator):

Is there a specific staff person working with the event coordinator(s) for the event? (Please provide staff member name(s))

Set-up and Break-down

How many are estimated to attend the event?:

Do you need assistance from the Building and Grounds Manager for set up/break down? If yes, in what ways?:

Will food be involved in this event? Please explain:

Set-up Time: _____

Break-down Time: _____

Please give information for table and/or chair set-up and break-down plans, including information about food/drink tables.

Audio/Visual Set-up

How many microphones will you need?: _____

Will you use slides/visual media?: **Yes:** **No:**

Will you bring your own computer?: **Yes:** **No:**

Do you need a Zoom Link set up/assigned?: **Yes:** **No:**

Will you use the break out room feature on Zoom?: **Yes:** **No:**

Will you be recording the event on Zoom?: **Yes:** **No:**

Do you want the event to be uploaded to YouTube?: **Yes:** **No:**

Any other A/V requests/info/context you'd like to provide:

Advertising

Full Event Description (wording to be used in advertising and church communications; if your description will not fit here, you may email office@lrucc.org with written information on the event):

Please list dates or number of weeks to run the promotion in church communications (deadline for communications: Wednesday by noon for weekly Email and Bulletin):

Registration

Is registration required to attend the event?: **Yes:** _____ **No:** _____

How is registration being handled?: (e.g. sign up genius? email?) _____

Who will be responsible for registration?: _____

Are there any deadlines for the event (for sign-ups/registration)?: _____

Is payment required for registration/attending the event?: **Yes:** _____ **No:** _____

How is registration payment being handled?:

Childcare

How are you handling childcare for the event (e.g. childcare provided, childcare provided upon request, no childcare provided)?

Please NOTE: If childcare is provided or provided upon request, the Event Coordinator is responsible for providing two volunteers (with approved background checks on file) to fully cover childcare, or one volunteer to assist our paid childcare provider.

Will paid childcare be needed through the church? **Yes:** **No:**

Who will volunteer to provide childcare to meet our Safe Community policy?

Finances

Will a church credit card be needed?: **Yes:** **No:**

Which credit card will be used (name on card)?: _____

Which budget line has been approved by the appropriate body for the event?:

For Church Office:

Has Event been approved by leadership (if needed) and confirmed on the church calendar?

Yes: **No:**

Staff name: _____

Once you are finished, please download the filled out pdf using File > Save As, or your browser's download button, and email it to the church office at office@lrucc.org

Thank you!