



Arlington Heights United Methodist Church

Event Calendar Request

OFFICE USE ONLY
Rec'd by:
Date
Approved by:
Date:

In an effort to provide efficient communication regarding your upcoming event, please complete all necessary spaces and return this form to the office at least 30 days prior to your event. **No event will be calendered until this form is returned with appropriate fees.**

Please remember that completing this form is not a guarantee for the date, time, or space. **Staff has final approval on all rooms, dates, and times.**

Ministry Team / Sponsor / Group	Today's Date
Contact Person	Home Phone
Email Address	Cell Phone

Title of Event	Room(s) Requested:
# of people expected:	AHUMC Event?
Description and Purpose of Event:	

<input type="checkbox"/> One Time Event	Event Date:	Event Start Time:	Event End Time:
<input type="checkbox"/> Service Matters Requested (AHUMC only)	Set Up Date(s):	Set Up Time Needed:	Breakdown Time Needed:

<input type="checkbox"/> Recurring Meeting	Start Date:	Event Start Time:	Event End Time:
Pattern: (weekly, monthly)	End Date:	Set Up Time Needed:	Breakdown Time Needed:

# of Tables Requested:	<input type="checkbox"/> 8-foot <input type="checkbox"/> round <input type="checkbox"/> card tables	# of Chairs Requested:	
# of Tablecloths Requested:	(\$3 cleaning charge per cloth, no exceptions)	Round: ___ white ___ black ___ purple	Rectangular: ___ 8' white ___ 8' black with 30" drop

If the set-up is to be different than the standard setup, please draw a diagram using the **Room Setup Chart** and attach to this form. Any changes to this setup must be done two weeks before the event. If you are expecting more than 40 people, a meeting with the custodial staff needs to be arranged no later than two weeks prior to the event. Any changes after that meeting may result in additional fees.

Decoration restrictions: No open flame candles are permitted. Votives in containers are acceptable. No helium balloons are permitted in the Atrium or Sanctuary.

Additional Equipment:

<input type="checkbox"/> TV	<input type="checkbox"/> DVD Player	<input type="checkbox"/> Digital Projector	<input type="checkbox"/> Screen
<input type="checkbox"/> Grids (# _____)	<input type="checkbox"/> Podium	<input type="checkbox"/> Microphone	<input type="checkbox"/> Sound System *

* Church Sound Tech is required when the sound system is used in the Sanctuary, Atrium, or Fellowship Hall.

Fee: Non-church events: \$100; AHUMC events: \$75. A meeting with the Sound Tech is required and must take place at least two weeks prior to event.

Additional Needs (AHUMC events only):

# Volunteers Needed:	# Greeters/Hosts:	# Servers:	# Kitchen Help:
Event Theme:	Decoration Needs (Type/#):	Other Needs:	

* Church Sound Tech is required when the sound system is used in the Sanctuary, Atrium, or Fellowship Hall.

Fee: Non-church events: \$100; AHUMC events: \$75. A meeting with the Sound Tech is required and must take place at least two weeks prior to event.

Bus (driver must be approved to drive):

Driver:	Date to Pick Up Key:	Date to Pick Up Bus:	* Ministry Area to Charge:
Destination:	Date to Return Key:	Date to Return Bus:	* OR return the bus with the same level of gas as when you received it.

Custodial / Utility Usage Fee:

Custodial coverage is required for all events. If the event will have more than 40 participants, there must be a meeting with custodial staff at least two weeks prior to the event. Additional fees may be incurred if there are changes after that meeting in set up or equipment needed, or if additional rooms are added. **Fee:** Non-church events: \$500; AHUMC events: \$200.

Child Care (AHUMC events only):

At your request (and with minimum two weeks' advance notice), the church office will schedule child care for your event. Advance notice is appreciated. Please contact the church office for child care fee.

Child Care Needed? <input type="checkbox"/> No <input type="checkbox"/> Yes	# of Children Expected:	Approximate Ages:	* Ministry Area to Charge:
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Communications (AHUMC events only):

<input type="checkbox"/> Fliers	<input type="checkbox"/> Posters	<input type="checkbox"/> Tickets	<input type="checkbox"/> Sign Up Sheet
<input type="checkbox"/> Announcement Slides	<input type="checkbox"/> Other:		

Please contact Missy Matthews to discuss communication requests: 806.252.3771 or ahumc.communications@gmail.com
If not created by Missy Matthews, communications materials (flyers, posters, etc.) need approval by staff before distribution.