



UPC Event Request Form

This completed form must be returned to our Event & Facility Coordinator, Lisa Stephens,
at least sixty days prior to the event: lisa@upcorlando.org

Basic Information			
Event Name:			
Event Date & Time: (include time for set-up/clean-up)		Expected Attendance:	
Recurring Event?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Recurrence Notes: (i.e. 2 nd Tuesday of every month)	Note: Attach list of dates for more than 2 occurrences.		
Event Location:	<input type="checkbox"/> Commons <input type="checkbox"/> Worship Ctr <input type="checkbox"/> Ed. Annex <input type="checkbox"/> Outdoors <input type="checkbox"/> Tent(s)		
What additional classroom(s) will you need?			
Speaker(s)/Special Guest(s):			
Ministry Involved:		Target Audience:	
Ministry Contact #1		Ministry Contact #2	
Phone:		Phone:	
Email:		Email:	
Physical Needs			
Set up date:	Who is in charge of set up?		
Set up time:	Location:		
Will you need tables, chairs, etc.? <input type="checkbox"/> Yes <input type="checkbox"/> No	How many tables? _____ long _____ round How many chairs? _____		
Who is in charge of breakdown?			
If hosting a Saturday event, please set up with Commons with 10 tables & 5 chairs each for Sunday			

School classes the next morning. All classrooms need to set up for Sunday School as well.
Initial here:

Depending on the event, an extra cleaning may be required and charged to your ministry
Initial here:

All bags of garbage including classrooms, kitchen and foyer must be taken to the dumpster immediately following your event. *Initial here:*

Will you or your ministry team be requesting a key to access the building? Yes No

Key Given _____ Key Returned _____
\$5 REFUNDABLE KEY DEPOSIT REQUIRED.

Refreshment Needs

Will you be serving food or beverages? Yes No

What food and beverages will you be serving?

Who is in charge of refreshments?

No food, beverages, supplies, etc. can be left in the kitchen or refrigerators unless prior arrangements have been made.
Initial here:

Media Needs

Are you requesting any audio/visual equipment? Yes No Microphones - How many? _____
 PowerPoint Projectors TV/DVD Other:

Depending on the event, a paid sound person may be required and charged to your ministry
Initial here:

Publicity Needs

Who is in charge of publicity?

What type of advertising will you be requesting?
Note: All advertising is subject to approval.

- Worship Guide announcement
- Worship Guide insert
- Worship Guide tear-off
- Church-wide email
- Website
- Churchteams (registration & payments)
- Sunday morning slide
- Pulpit announcement
- 11 x 17 Poster(s)

Will you be requesting an information table on Sundays? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what dates?
Childcare Needs	
Will you be offering childcare? <input type="checkbox"/> Yes <input type="checkbox"/> No	Ages: Check all that apply <input type="checkbox"/> Nursery-Toddlers <input type="checkbox"/> Pre-School <input type="checkbox"/> K-5 th grade
Will you be requesting paid childcare workers through our Children's Ministry? <input type="checkbox"/> Yes <input type="checkbox"/> No Depending on the event, the cost of the paid childcare worker(s) may be required and charged to your ministry <i>Initial here:</i>	
Will you be providing your own childcare worker(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No If providing your own, you must meet UPC Childcare Policy requirements. <i>Initial here:</i>	
Financial Details	
What is your budget for this event?	
Budget line/ministry to be charged?	
Will you sell tickets/charge for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Cost?
Will an outside service be providing services or personnel for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, a Certificate of Insurance may be required prior to the event. <i>Initial here:</i>	
Will you need a check or checks from Tanya to pay for speaker or supplies? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>A two week notice is required to process and secure signature(s) on checks. Check request forms are available in the church office.</i>	
Description/Purpose of Event along with Additional Comments or Questions:	

All events held at UPC are subject to approval. For additional guidelines, please refer to the Volunteer Handbook (available in the front office) for clarification.