



# EVENT WORKSHEET

Please use this form to submit requests for room reservations and associated advertising. Carefully complete each section as appropriate. Ads should be a maximum of 100 words. Please submit this form via email to: [renataf@sancarlosumc.org](mailto:renataf@sancarlosumc.org) or fax to (619) 464-4333.

Event Information			
Event Name:		Rental Fees: \$_____ Due on or before day of event, payable to San Carlos United Methodist Church	
Description:			
Contact Person:	Name:	Phone:	Email :
Event Date:	Beginning Date:	Ending Date:	
Location/Room:			
Event Start/End Time: <span style="background-color: yellow;">        </span>	Please remember to allow yourself extra time for room set up and take down.	Setup Begin Time	Cleanup End Time
Equipment Needed:	<input type="checkbox"/> Round Tables	<input type="checkbox"/> Table Cloths	<input type="checkbox"/> Coffee Pots
	<input type="checkbox"/> Rectangle Tables	<input type="checkbox"/> Chairs	<input type="checkbox"/> Microphone/s
			<input type="checkbox"/> Podium
			<input type="checkbox"/> Other _____
Sound Engineer Needed?		Projector/Media Tech Needed?	
The above checklist is to help you determine the equipment you need for your event. It is your responsibility to coordinate the use of these items with the church office manager by calling 619.464.4331.			

Event Publicity		
<b>Good News</b> <i>ONE ISSUE ONLY</i>	<b>The Good News is published monthly on the last Tuesday of each month for the following month. Email your article with this form to <a href="mailto:wendybw@sancarlosumc.org">wendybw@sancarlosumc.org</a> on or before the 2<sup>nd</sup> Monday of each month by 4pm.</b>	
	<b>Month/Issue Requested:</b>	
<b>Bulletin Insert</b> 2 WEEK LIMIT <b>Deadline: Tuesday 12pm</b>	Sunday:	Sunday:
<b>Connection Card</b> <b>Deadline: Tuesday 12pm</b>	Sunday:	Sunday:
<b>Announcement in Church</b> <i>*1 MINUTE TIME LIMIT</i>	Announcer:	<b>1<sup>st</sup> Choice Sunday:</b> <b>2<sup>nd</sup> Choice Sunday:</b>
<b>Table on Patio</b>	_____ # Card Table _____ # 6' Table ___ Easel	Sunday:                      Sunday:
<b>Website</b>	Starting Date:	Ending Date:
<b>Facebook</b>	Date to Post:	Date to Post:
*Internal Use Only: _____ <b>Preschool</b> _____ <b>Other</b> Date/s:		
<b>Advertising Content:</b>		