



EVENT REQUEST FORM

STEPS

- Complete in full and submit **at least 3 weeks prior** to the Sunday prior to event if promotion required, but **no less than 10 days prior to event** by fax (703-729-9048) or delivery to church. Status: Approval pending.
- Received by Lesa Kestler, Administrative Director; 703-729-5100, Ext. 114; lkestler@ecrossroadsumc.org
- Approval by Servant Empowerment Team (SET) required if event is new or requires special attention.
- Notification of any necessary adjustments and **final approval usually granted within 7-10 days.**
- **Keep a copy of this form for your planning purposes.**

Today's Date: _____

Event Title: _____ Event Date(s): _____
 Recurring Event New Event (refer to Mobilization section below)

Start Time: _____ am pm End Time: _____ am pm

Pre-/Post-Event Room Set Up: _____ am pm -- _____ am pm
(NOTE: Facility Staff is not available for event set-ups)

Point/Team Lead: _____

Purpose/Brief Description of Event: _____

Your Name: _____ Primary Event Contact (if different): _____

Contact's Phone: _____ Contact's Email: _____

If this event involves ministries or teams other than Communications and Administration, coordination may be necessary. List other ministries impacted by this event i.e., (A/V Tech Teams or Facilities/Maintenance etc.):

Event Approved: Yes No If No, reason: _____

MOBILIZATION

If this is a **new ministry**, has a Ministry Team Guideline Form been submitted to Cathy Norman, Discipleship Director? Yes No

If **teaching** is part of event, please describe content and/or curriculum: _____

Has curriculum been discussed with Adult Spiritual Formation Team? Yes No
If "No", contact Discipleship Director, Cathy Norman, at 703-729-5100, Ext 115.

ADMIN.

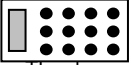
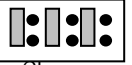

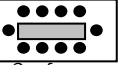
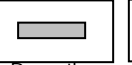

Requesting assistance or scheduling time to use **office equipment** such as copier, folding machine, or heavy-duty cutter requires advance notice. Office staff can help with instructions and training for any team. Contact: Pat Traylor; 703-729-5100, Ext. 110, to schedule.

Requesting use of copy machines or other equipment, or services such as mailings, copying, stuffing, folding, mail preparation and jobs over 75 pieces require ministry team support.

FACILITIES

How many people do you expect to attend? _____ Your room preference? _____

Options for set-ups by servants:

					
<input type="checkbox"/> Theater	<input type="checkbox"/> Classroom	<input type="checkbox"/> Rounds	<input type="checkbox"/> Conference	<input type="checkbox"/> Reception	<input type="checkbox"/> U-Shape

AV Needs: TV VCR DVD player White Board Flip Chart SoundTech (see Sound/Media section)
NOTE: A Tech Request does not guarantee Tech Team availability.

Other: _____

FINANCE

Event cost: \$ _____ **Budget area to be charged:** _____
For events such as retreats, mission trips, etc., contact Beth Thomas, Finance Director; 703-729-5100, x111.

NOTE: Fundraising may not take place, which is beyond the DNA of the church or relies on resources incompatible with the DNA of the church. No fundraising may be scheduled without consultation with SET regarding calendar and coordination with other projects.

Participant fee: \$ _____ **Payable where?** _____
Projected cost per person: \$ _____ **Will participant fees fully cover all expenses?** Yes No N/A
Is cost of material/study book figured into fee? Yes No N/A

C O M M U N I C A T I O N S

Requesting all-church **promotion** (CONTINUE here) No promotion needed (END form here)

Most events are promoted for three weeks prior to date and promoted through a mix of communication tools (Worship Guide, E-newsletter, church newsletter and calendar, and website) based on resources, time and priorities. Each week's **deadline** for the following Sunday's promotion is by **end-of-business-day Tuesdays**. Contact: Ryan Jenkins, Communications Director; 703-729-5100, Ext. 137. For special requests beyond these, please explain:

1. All church promotion will include the Friday eNewsletter that goes out to all active Crossroads families (about 600) for two or three weeks before the event and the worship tool.
2. The worship tool will include most ministry and mission events with a response card.
3. The "Connection Points" shared from the platform during worship each week are not part of the general communications going out for every approved event at Crossroads. Connection Points are strategically discerned and determined by staff with the express purpose of highlighting ministry and mission events that promote the annual Crossroads goals.

Suggested Wording for Brief Description for Publication (be exact with **who, what, when, where**):

Who makes up the ideal audience for this event: _____
If this is a multiple-week event, may people drop in after it begins: Yes No Maybe (explain): _____

Special Event Registration Pathway (other than the usual Worship Guide "Response" page):

Fellowship Hall Table – Date(s) _____

CHILDCARE

If childcare is desired, your event team must contract this care with trained Crossroads staff. Monies to pay for this care must be provided through event (through cost of event or extra fee for childcare).

Childcare Desired

Before submitting this form, please check with Robin Devenish 703-724-0521 for childcare workers availability. If not, you may need to consider a different date for event or not offer childcare.

SOUND, MEDIA & LIGHTING

Since all our technical personnel are unpaid servants we cannot guarantee that all your requests can be satisfied. You must secure technical support before promoting your team's event. Classes/events will need to provide their own servant, to be trained by Technical Ministries, to support your event. This form is to assess your technical needs and assist in the successful planning of your event. **Note: Program outline and material due one week prior to event.**

Sound

Instruments? Yes No

If yes, what kind: _____

Vocalists? Yes No If yes, how many mics: _____

Speakers? Yes How many? _____

Can they share a mic or do they need different mics? _____

CD Music? Yes No

If yes, original CD or homemade burned CD? Original Homemade

It would be good to test this type ahead of time.

Rehearsal? Yes No Date & Time _____

Any additional info about sound? _____

Media

Media Presentation? Yes No What format it is in? (Check all that apply) PowerPoint DVD VHS
 MPEG AVI Other

Any additional information about media? _____

Date we will receive media by: _____

Lighting

Any special lighting needs?

Date the program outline will be completed: _____

Servant scheduled: _____

Training date: _____

CONNECTIONS

To align with our mission to introduce people to Jesus, grow together and then go change the world in Jesus' name, we need to keep track of who is involved in events/classes and ministries. We ask that you lead into this important administrative function that is so important to loving people well. We can measure our effectiveness in promoting and connecting people to these classes/events.

Sign-ups

The database administrator will assign you an Access ACS password after you sign-on (see attached Access ACS worksheet). This will enable you to communicate with your class/event participants who are responding through the Crossroads promotional outlets (worship tool, web sign-ups, etc.). We ask that you send them a welcome email as they sign-up and instructions or updates about your class/event as it approaches. Please cc: JeanBoren@comcast.net in these communications so we know that the list is updated.

Attendance

You may print out your own attendance roster through Access ACS (I want to...print directory). Please put a check mark beside this directory to see if personal information is correct in ACS and to record attendance by putting a check mark by every name. Please complete this and put it in Ryan Stile's box across from the copier after your event is over. We need to compile this information to evaluate who shows up for the class/event. Any questions, please contact: Jean Boren at jeanboren@comcast.net and cc: RyanStile@Ecrossroadsumc.org.