

Unitarian Universalist Church of Chattanooga
Non-Rental- Church Activity Event Form
Thank you for planning a Church event!

BE SURE TO FILL OUT AND SIGN THE BACK OF THIS FORM

This form must be submitted to the Board of Trustee (BOT) for approval no later than **5 PM** on the **15th of the month prior** to your event. Events need to be approved **ONE MONTH** prior to the event so there is sufficient time to post it online and in the church bulletin. Entries preceded by * must be completed.

*Name of Event _____

*Date of Event _____ *Time _____

*Person in Charge (PIC) _____ *E-mail _____

*Home Phone _____ *Cell Phone _____

Back-up PIC _____ E-mail _____

Home Phone _____ Cell Phone _____

When first submitting this form, if you are unsure of the exact time of day but know the part of day (i.e., morning, afternoon, evening, morning through early afternoon, etc.), please state this. The BOT will need a specific timeframe when your form is returned to you for either approval or clarification in the event of other approved events on the same day.

*Event Plan

*Will event require childcare? _____ If yes, have you contacted the approved church caregivers and had the expense approved? _____

*Will the event require a sexton? Yes _____ No _____

If yes, has the sexton been arranged? Yes _____ No _____

Is transportation required? Yes _____ No _____ If yes, please supply details below.

For a successful and productive event it is important to remember that the PIC is responsible for full coverage and oversight of the entire event. This includes cleaning up, locking up the church and

providing for the needs of those who are scheduled to attend the event. You will be informed when the proposed event is approved and officially placed on the calendar. It is suggested that you fill in and submit your reservation as soon as possible. A year in advance is not unreasonable.

THE REVERSE OF THIS FORM MUST BE FILLED OUT AND SIGNED

You may need help answering some of the following. If so, just ask Treasurer George Helton or Bookkeeper Daidee Springer. They'll be glad to help.

Are there expenses and/or income involved in this event?

Yes ___ No ___

If you checked no, you're done. Just sign off below.

*If you checked yes, you must answer the following questions:

*What is your best estimate of the cost for this event? _____

*To what account do you plan to charge the costs? _____

*Is there enough money in that account to readily fund the event? Yes _____ No _____
(If you answered no here, you'll need to approach the BOT before proceeding)

Please note that an invoice/bill for goods or services will be required for payment by the church and a receipt will be required for reimbursement from the church.

Are you anticipating income from the event? Yes ___ No ___

If yes, to what account should this income be credited? _____

If you anticipate income will it be "in and out," sheer profit, or a mix of the two?

In and Out ___ Profit only ___ Both In & Out and Profit ___

In Faith,

(signature)

PIC (Person in Charge)

Date

(signature, if applicable)

Vice-President with account affected by this activity

Date

.....
This section is for office use only.

Event has been cleared and noted on the church calendar ___ Yes ___ No, there is a conflict.

What budget accounts are involved in this event? _____
Has the PIC been informed _____ No _____ Yes, by (circle one) Phone Person E-mail
Has the _____ Minister, _____ BOT, or _____ appropriate Board Member been informed of event?
Does the event need a Sexton? _____ No _____ Yes
Has the sexton been arranged? _____ No _____ Yes
Is transportation required? _____ No _____ Yes

(Revised and approved by the Board of Trustees, July, 2011)