

Room Reservation & Promotion Request

WINDCREST UNITED METHODIST CHURCH

TODAY'S DATE _____

EVENT NAME *as you would like it publicized* _____ EVENT DATE *recurring events leave blank* _____

office use only

START TIME _____ END TIME _____ ROOM REQUESTED _____ ROOM ASSIGNED _____

If childcare is needed for an event, please complete the Childcare Request Form, located in the forms box in the Church Office, and return to Marcy Williams.

RECURRING EVENTS ONLY

This event will occur WEEKLY on **M Tu W Th F Sa Su**

please circle

MONTHLY on the **1st 2nd 3rd 4th last**

M Tu W Th F Sa Su

please circle

This event will occur from _____ to _____
BEGINNING DATE ENDING DATE

CHECK the items you will need

- Chairs
- Tables
- Card Tables
- TV/VCR
- TV/DVD
- Lectern
- Screen
- Overhead
- Flip Chart
- Digital Projector
- Laptop
- Sound Tech

office use only
 Fee assessed? Y N

- Multimedia Tech

office use only
 Fee assessed? Y N

- Custodian

office use only
 Fee assessed? Y N

CHURCH USE ONLY

- Name Tags
- Easel
- Coffee
- Napkins
- Cups
- Plates
- Forks
- Spoons
- Table Covers
- Key(s)

office use only
 Key Covenant

ROOM SET-UP *draw a diagram of the set-up that best suits your needs*

ESTIMATE your set-up time _____
START TIME END TIME

- office use only
- Maintenance
 - Childcare
 - Calendar

YOUR NAME _____ PHONE NUMBER _____

MINISTRY AREA *if applicable* _____ EMAIL ADDRESS _____

INREACH *internal promotion*

- Bulletin Announcement
run from _____ to _____
- Graphic for projection screens
- Website
- Web main page graphic
- Brochure (8.5x11 tri-fold)
- Brochure (11x17 tri-fold)
- Other brochure
specify size _____
- Small poster (8.5x11)
- Medium poster (8.5x14)
- Large poster (11x17)

OUTREACH *external promotion*

- Postcard mailer
- Invitation Card
- Newspaper Ad
specify size _____
- Registration Form (without payment)
- Registration Form (with payment)
- Other
specify _____

SPECIAL PROJECTS//CUSTOM

- Banner (vinyl)
specify size _____
- Other poster
specify size _____
- Indoor signage
- Business cards
- Other
specify _____

PROJECT DETAILS _____

WHO *is the event for? (i.e. women ages 25-45)*

WHY *should someone attend this event? What is the purpose or vision?*

DESCRIBE *the event in 3 to 4 sentences.*

DESCRIBE *the event in 1 sentence or less.*

HOW *should the reader respond or what course of action should take place? (i.e. registration, emotional response)*

DESIGN TONE AND EXAMPLES _____

We want to ensure your satisfaction with the final product! Please describe or attach examples of work that you would like the finished product to reflect. Is there a specific design concept that you have in mind? Feel free to attach sketches or print-outs, describe your ideas with words, reference color schemes, point to web resources, or include any information that would point us in the direction you are going.
