

First Unitarian Society of Milwaukee

Planning Events

A Step-by-Step Planning Guide

Holding an event at First Church isn't complicated, but it does require planning. This form is meant to help guide you through some of the questions you'll need to answer (for yourself and the church staff) in order to plan a successful event.

Target Date/Notes	Completed Date	
		<p>1) Is this a fundraiser? If so, approval from the Board of Trustees is needed before you proceed. Forms for requesting permission from the Board with instructions are on our website resources page and in the church office mailslot room drawer.</p>
		<p>2) Who is the sponsoring committee? Be certain to have full support of your committee for the event. Please consider that if there isn't true support from the committee, it's less likely to succeed. If you lend the committee's support in name only, a person asking for your sponsorship for an event may be disappointed in the level of success.</p>
		<p>3) Is there a contract committing the church to anything? If so, please contact the Church Administrator.</p>
		<p>4) Who is the contact person or person(s) in charge of the event? If the event will be attended by over 25 people and/or involve food, a person in charge of facilities (in addition to the person in charge of the program) should be identified.</p>
		<p>5) Where will you be holding the event? Which room and furnishings are needed? Contact the Office Assistant to check the church calendar for a tentative date when the desired room is available. Once the tentative time of event is established (see #6), contact the Office Assistant to make a room reservation.</p>
		<p>6) What is the time and date of the event? To help you determine this, consider:</p> <ul style="list-style-type: none"> • We encourage you to meet at a time when church is open and staffed. If you must have your event outside normal hours the building is staffed (see below), you must contact the Church Administrator in writing at least 4 weeks before the event to make special arrangements. There is a \$50 fee for such arrangements. • Plan at least ½ - 1 hour of set-up time and ½ - 1 hour of clean-up time before and after your event. • Plan it far enough in advance so that good publicity can be done (about 6 weeks). See #8 below regarding publicity.

NOTE: You *may not publicize* your event until numbers 1 - 6 above are clarified and communicated to the Church Administrator. Please fill out this page and contact Jean Johnson at 414- 273-5257 with your preliminary planning information.

EVENT vs. MEETING

An **"event"** is any gathering: a) of more than 25 people
OR
b) at which refreshments are served OR
c) which has complex set-up requirements, OR
d) during which people will be coming and going from the church.
A **"meeting"** does not require elaborate set-up and food is not served.

(from policies adopted by the Board of Trustees 03/23/92)

HOURS THE BUILDING IS STAFFED

Monday - Thursday	9:00 AM - 10:00 PM
Friday	9:00 AM - 5:00 PM
Saturday	10:00 AM - 5:00 PM
Sunday	8:00 AM - 3:00 PM

Target Date	Completed Date	<p>7) What custodial needs do you have for your event? Tables, chairs, AV? Fill out a "Custodial Needs" form found on our website resource page and in the church office. Return it to the Church Administrator at least 2 weeks prior to your event. She will contact you if any clarification is needed and will arrange to have the custodial services you request.</p>
		<p>8) Childcare and Families: Are children welcome to attend? Will childcare be provided? In both cases, what ages are appropriate? See the instructions about arranging childcare on our website or in the "Child Care Provider" mail slot. If it is offered, promote it!</p>
		<p>9) Publicity: Planning should begin about 6 weeks prior to your event. To ensure the success of your event, please use these means of publicizing it:</p> <ul style="list-style-type: none"> • Order of Service Announcements, E'nnouncements, Website announcements: written announcements are due to the Church Secretary 9:00 a.m. the Thursday before the Sunday it will appear. • Post info on our church Facebook page. You can link to additional copy. Have each member of your committee "share" the post to spread the word further. • <i>The Chanticleer</i> Newsletter: published monthly, articles are due to the Church Secretary by 9:00 a.m. the third Monday of the month. Remember that some people receive <i>The Chanticleer</i> via bulk US mail so you should be submitting articles at least 4 weeks prior to your event. • Bulletin Board: Use the area designated "Church Information & Events" to post a flyer. • NOTE: There will no longer be spoken announcements during Sunday Services.
		<p>10) Handling Money:</p> <ul style="list-style-type: none"> • Do you need to bring change and a receptacle for cash? • Do you have a method for tracking income and/or registration? • Do you have a method for tracking expenses? • If cash needs to be deposited at the church: count it, seal it in an envelope, mark the amount, your name, and what it's for on the envelope. Give it to the Church Administrator or put it under the locked office door of the Church Administrator. • Good practice suggests two people working together should count and deposit cash. • Reimbursement forms with instructions are found on our website resources page or in a drawer the church office mail slot room.
		<p>11) If this is a fundraiser for an outside organization:</p> <ul style="list-style-type: none"> • Do you have the full name and address so that proceeds can be mailed to the organization? • Write a cover letter to submit with the donation so that the recipient knows who it is coming from. • Please tell the Church Administrator how much money was raised and for whom. We keep track of those kinds of things! • Please consider writing an article for <i>The Chanticleer</i> celebrating your success with the congregation, reporting how much money was donated, and thanking people who helped.

CHURCH ADMINISTRATOR & OFFICE ASSISTANT

Jean Johnson is the staff person in charge of facilities use. Please contact her with custodial needs via the form and with questions or information about your event. She can be reached at jean.johnson@uumilwaukee.org. Bonnie Poquette is the staff person in charge of reserving rooms at church; please contact her when determining the time, date, and place of your event at bonnie.poquette@uumilwaukee.org.