

## Westwood UMC Event Worksheet

*This worksheet must be completed and submitted (preferably via email) at least 45 days prior to the event to the church office.*

**Information Requested**

*Please fill in the space provided below.*

Name:	
Contact Phone/Email:	
Event Title:	
Event Date(s): If recurring, list start and end dates and rate of recurrence.	
Event Time: (List start and end)	
Set-Up Date/Time: If additional setup time is requested, please indicate your preference.	
Location: Please indicate the space or the type of space you would like.	

**Building Access:**

(Please check one)

- I have access to the building (key)  
 I will need access to the building

**Setup:** (Please check one)

*(Please see standard setup model below)*

- No setup required  
 Setup #1    Setup #2    Setup #3    Setup #4  
 Custom Setup (Please provide sketch at least 3 weeks ahead of event)

**Technical Needs:**

- Microphone    Other (Please list)

**Announcements:**

*(Please see Communications Checklist for publicity assistance)*

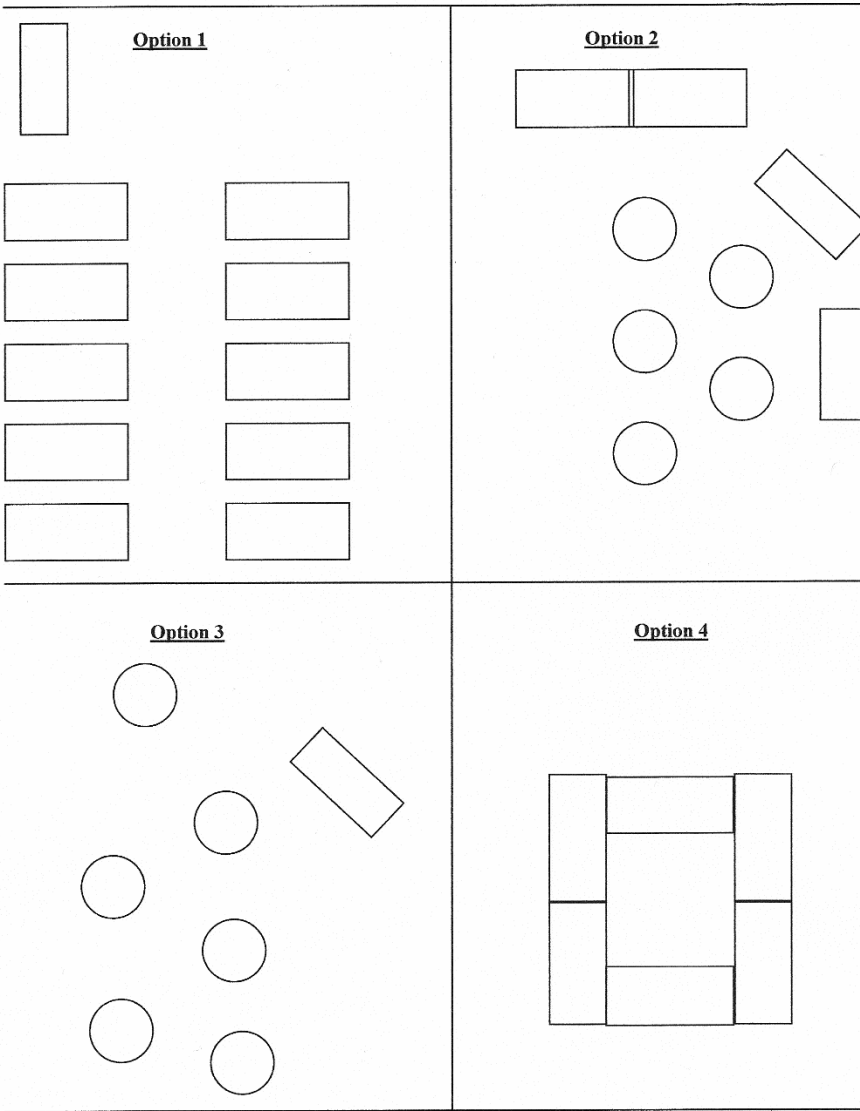
To include an announcement into our publications, please email the announcement to [info@westwood-umc.org](mailto:info@westwood-umc.org). Please include all pertinent information, including date, time, location, and a contact person and contact details.

**Responsibilities for Use**

All persons and groups that are requesting to use the church or church property agree to the following.  
 I agree to abide by the Church Property Use Policy.  
 I agree to the Church Fee Schedule.

**Thank You** for your co-operation in helping us with these guidelines. This will allow us to better serve the needs of everyone who uses the church. Please contact the office with any questions.

**Westwood United Methodist Church  
Standard Set-Ups**



If one of these options does not fit your needs, please provide a sketch of the set up that you would prefer.

