

# CUMC SPECIAL EVENT PLANNING FORM

Dear Guest, Member, or Church Staff Member,

We welcome you to share in the use of the wonderful gifts that God has so graciously blessed his followers here at Christ United Methodist Church. We at CUMC would like to welcome you with open arms in love into our family. God has blessed us greatly in his awesome power and we see how he works daily in creating ever-changing and exciting experiences for each one of us.

The gift of such an awesome facility has been a huge responsibility for us to staff and maintain. In kind, God has also blessed us with many servants whose hearts are focused on serving the Lord. We are here to help you in making your event an offering to the Lord that is from our first and our best of what we have been given by Him.

The attached pages are not intended to be daunting or burdensome and we don't require that the forms be totally completed. If you are not planning to use the main sanctuary, most of the pages will not need to be filled out. Our hope is that the attached outline will help guide you in the planning this event and allow our stage teams at CUMC to understand your vision. If you have any questions about this form please let us help you. Call the church office or the CUMC technical director so we can prevent any misunderstanding or help with any frustrations you may have.

Planning is generally a living process. We know that not all questions can be answered right away or on a set schedule and understand that things will inevitably change. However, the more information you can provide us, the more time we have to make sure you have the resources you need. We request your cooperation since the use of such an awesome theater requires the collaboration of many teams and coordinating even small changes can require hours of work or additional people. We strive to make sure that we have servants who are committed to making this event a priority in their busy lives.

We want to thank you for your understanding and pray that God uses this event in a way as he has intended to bring glory to His name and comfort to His children.

Sincerely,

Your Brothers and Sisters in Jesus Christ at CUMC.

## **Packet Overview:**

- 1) *Information Sheet* (Gives us an overview of the event and its timing.)
- 2) *Building / People / Sacrament Information*
- 3) *Staging / Lighting / Video / Sound Setup Sheets* (Details of the performance for our technical teams.)
- 4) *Event Schedule* (Our technical director can help you complete this schedule once most of the details have been finalized.)
- 5) *Staff Checklist*. (Helps make sure that our staff follows through to get the proper permissions and resources for you.)

# CUMC SPECIAL EVENT PLANNING FORM

EVENT INFORMATION	
<b>Event Title:</b>	
<b>Organizer Name:</b>	
<b>Organizer Phone: (W) (H)</b>	
<b>Organizer Email:</b>	
<b>DESCRIBE THE EVENT:</b>	
	Has the church secretary reserved the required space(s) on the calendar?
	Have you completed an event application form (if required by secretary)?
	If an application request was required, has the event been approved and have all of the fees been paid? (If applicable)

EVENT LOCATION					
	Sanctuary (Stage)	Lobby (Son Room)	Other:	Other:	Other:
<b>Main Event</b>					
<b>Rehearsal 1</b>					
<b>Rehearsal 2</b>					
<b>Rehearsal 3</b>					

DATE, TIME, AND SUPPORT INFO												
	Date	Start Time	Stop Time	Staging Support	Lighting Support	Audio Support	Video Camera Support	PowerPoint Support	Custodial Support	Greeter/Usher Support	Altar Guild Support	Other:
<b>Main Event</b>												
<b>Rehearsal 1</b>												
<b>Rehearsal 2</b>												
<b>Rehearsal 3</b>												

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<b>BUILDING REQUIREMENTS</b>	
	Will dressing / preparation rooms be needed?
	How many people do you expect to attend the event?
	How many people will be participating in the production of the event?
	Will the sanctuary / lobby need to be cleaned before the event?
	Will any setup / decoration of the lobby or other rooms be required? (See staging section for stage setup.) Please describe below:
Please describe any other unique decoration / space / building requirements below:	

<b>WELCOME STAFF REQUIREMENTS</b>	
	Will you need to have greeters provided by CUMC for the event?
	Will you need to have ushers provided by CUMC for the event?
	Will you need to have parking attendants provided by CUMC for the event?
	Will there be any programs / handouts that need to be passed out?
	Will you need people to assist the performers in getting around?
Please describe any unique requirements below:	

<b>SACRAMENT REQUIREMENTS</b>	
<b>**All sacrament requirements must be approved by the senior pastor.**</b>	
	Will Communion need to be served?
	Do you need us to provide the sacraments for communion?
	Is a baptismal required?
	Which of the following baptismal methods are to be used? Circle all that apply. 1) Immersion (dunking) 2) Pouring 3) Sprinkling
Please describe any unique requirements below:	

# CUMC SPECIAL EVENT PLANNING FORM

## SANCTUARY STAGE SETUP

Will the entire event take place with the main curtain closed?

Will you need to bring in any bulky or heavy items through the service entrance? (if yes, answer next 3 questions also)

When will these items arrive?

When will these items be removed?

Will you be here to receive these items as they arrive?

Are there major props or sets that you need that we do not currently have on stage? (if yes, please answer next 2 questions also)

Will you provide all of these additional items?

When will these items be available for setup?

**Please describe the stage setup in detail below.**

(Attach drawings or notes for each setup. Contact the technical advisor with questions)

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## LIGHTING SETUP

Do you just need basic white work lights on the stage and in the auditorium?

If using these lights only, will you need to have the lights dimmed or raised at anytime during the event?

If visiting, will you be providing all of your own lighting equipment?

If visiting, will you need us to provide a hard-wired electrical hookup for your equipment? Please provide voltage, current, phase needed:

### Custom Lighting Design

(Skip the rest of this page if you answered yes to the first question above)

Will you potentially need custom lighting setups?

Will you need spotlights during the performance?

Approximately how many different lighting setups will be needed?

**Please describe the lighting setup in detail below.**

Please include details such as lighting style, colors, special effects, and stage positions if known.

Contact the technical advisor with questions

# CUMC SPECIAL EVENT PLANNING FORM

## POWERPOINT/VIDEO SETUP

### PowerPoint

- |  |  |
|--|--|
|  | Do you need PowerPoint on the screen? (If yes answer all questions below.)   |
|  | Do you need someone to prepare the slides?                                   |
|  | Do you have a written copy of all information available?                     |
|  | Will slides be used interactively during a lecture?                          |
|  | Will slides be used interactively during a hymn or song?                     |
|  | If you are providing the slides, are they available on a floppy or C D disk? |

**Please describe the PowerPoint support needed:**

### Video

- |  |  |
|--|--|
|  | Do you need a live camera shot shown on the screen during the performance?<br>(If yes, please describe below.) |
|  | Do you need a Video played on the screen? (If yes answer all questions below.)                                 |
|  | Do you have a copy of the video available?   |
|  | Is the video in VHS or DVD format?   |
|  | Will video be used interactively during a lecture or performance?  |
|  | Do we need to be able hear the video?  |

**Please describe the video support needed.**

Include information regarding timestamps for video playback and when the video is to be presented.

### Satellite / Television Broadcast

- |  |  |
|--|--|
|  | Is any part of the event a satellite / television broadcast?     |
|  | What network and channel is the broadcast on?                    |
|  | What is the broadcast start time?                                |
|  | What is the broadcast finish time?                               |
|  | Does the broadcaster offer a internet backup of the performance? |

**Broadcaster Contact Information**

Please provide a contact name and phone # so we can contact them if we have reception difficulties.

# CUMC SPECIAL EVENT PLANNING FORM

## VIDEO / AUDIO RECORDING

### Audio Recording

Would you like the event to be recorded? (If yes answer all questions below.)

Would you like the recording to be on CD, tape, or both?

Most CD's can only record 80 minutes and tapes run from 90 to 120 minutes. If your event is planned to run over this time, would you like to record only a section of the performance OR record until the tape/CD is full and start recording on another tape/CD?

Is there any part of the event that you would like to make sure can be heard without interruption? Describe:

**Please describe any other audio recording requirements:**

### Video Camera Recording

Would you like the event to be videotaped? (Some additional fees and work may be required.)

Would you like the event taped in analog, DV, or DVD format?

How many cameras would you like to have shots from?

Are there any sections of the event you want to make sure are not missed or need a close up shot? Describe:

**Please describe the video recording requirements:**

Include information regarding certain shots you would like to see, etc.



# CUMC SPECIAL EVENT PLANNING FORM

## AUDIO SETUP (page 2)

\*\*Please provide details for each group performing.\*\*

### Performance Details

Please contact technical director if you have questions.

Will anyone be singing from a CD track? (If so, answer questions below.)

Do you have the CD track available?

Will the performer be available for rehearsal before the performance?

Has the band played on stage together before?

Have the vocalists / actors ever performed using wireless equipment before?

Have song selections been finalized?

**Please describe each group's setup in detail below.**

(Attach drawings or notes for each setup. Contact the technical advisor with questions)

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<b>EVENT SCHEDULE (page 1)</b>			Please indicate technical changes by checking these boxes. Provide information on separate pages.						
<b>TIME</b>	<b>EVENT</b> <small>*stage changes generally require 5minutes *sound set changes generally require 5-10 minutes</small>	<b>Worship Leader/ Actors / Performers / Soloist</b> <small>(Who will the attention of the audience be focused on during this part of the event?)</small>	Special Lighting	Clip	Special Video	Special PowerPoint	Special Audio	Stage Change	Other:
:00									
:05									
:10									
:15									
:20									
:25									
:30									
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:25									

# CUMC SPECIAL EVENT PLANNING FORM

<b>EVENT SCHEDULE (page 2)</b>			Please indicate technical changes by checking these boxes. Provide information on separate pages.					
<b>TIME</b>	<b>EVENT</b> <small>*stage changes generally require 5minutes *sound set changes generally require 5-10 minutes</small>	<b>Worship Leader/ Actors / Performers / Soloist</b> <small>(Who will the attention of the audience be focused on during this part of the event?)</small>	Special Lighting	Special Video Clip	Special PowerPoint	Special Audio	Stage Change	Other:
:30								
:35								
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# CUMC SPECIAL EVENT PLANNING FORM

<b>EVENT SCHEDULE (page 3)</b>			Please indicate technical changes by checking these boxes. Provide information on separate pages.					
<b>TIME</b>	<b>EVENT</b> <small>*stage changes generally require 5minutes *sound set changes generally require 5-10 minutes</small>	<b>Worship Leader/ Actors / Performers / Soloist</b> <small>(Who will the attention of the audience be focused on during this part of the event?)</small>	Special Lighting	Special Video Clip	Special PowerPoint	Special Audio	Stage Change	Other:
:00								
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## NOTES:

## CUMC STAFF ONLY

Item	Needed?	Person Contacted	Committed	Date
Application verified and confirmed.				
CUMC sponsor contacted.				
Janitor scheduled?				
Greeters Contacted?				
Ushers Contacted?				
Parking team organized?				
Altar guild contacted?				
Worship leader contacted?				
Technical director contacted?				
Sound Team Committed?				
Lighting Team Committed?				
PowerPoint Team Committed?				
Camera Team Committed?				
Staging Team Committed?				