



EVENT APPLICATION FORM

Christ United Methodist Church 2901 Fantasy Way, Myrtle Beach, SC 29579

REV. 01

| EVENT INFORMATION | |
|----------------------------------------------------------------------------------------------------------|--|
| Event Title: | |
| Organizer Name: | |
| Organizer Phone: (Work) (Home) (Cell) (Fax) | |
| Organizer Email: | |
| Organizer Address: | |
| DESCRIBE THE EVENT AND THE REASON FOR THE EVENT: | |
| | |
| Have you confirmed that the church secretary tentatively reserved the required space(s) on the calendar? | |
| How many | |

| EVENT LOCATIONS / SIZE | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------------------|--------|--------|--------|
| | Sanctuary (Stage) | Lobby (Son Room) | Other: | Other: | Other: |
| Main Event | | | | | |
| Rehearsal 1 | | | | | |
| Rehearsal 2 | | | | | |
| Rehearsal 3 | | | | | |
| How many people do you expect to attend the event? | | | | | |
| How many performers and other support personnel will be arriving? | | | | | |
| Will dressing, preparation rooms be required before and after rehearsals and performances? | | | | | |
| Will any large objects or a large volume of supplies need to be stored in the building for a period before or after the rehearsals or performance? Please describe below. | | | | | |

| DATE, TIME, & SUPPORT INFO | | | | | | | | | | |
|-----------------------------------------------------------------------------------------|------|------------|-----------|--------------------|---------------------|------------------|-------------------------|-----------------------|----------------------|-------------------------|
| Indicate the support staff that you need CUMC to provide for the rehearsals and events. | | | | | | | | | | |
| | Date | Start Time | Stop Time | Staging Support | Lighting Support | Audio Support | Video Camera Support | PowerPoint Support | Custodial Support | Other: (i.e. Ushers) |
| Main Event | | | | | | | | | | |
| Rehearsal 1 | | | | | | | | | | |
| Rehearsal 2 | | | | | | | | | | |
| Rehearsal 3 | | | | | | | | | | |

Note: Additional fees may apply based upon the number of people required to support the event.



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| EVENT DETAILS | |
|------------------------------|----------------------------------------------------------------------|
| | Is this event sponsored by CUMC staff or one of the CUMC ministries? |
| Sponsor / Ministry Name: | |
| | Is the event open to the general public? |
| | Will the event be advertised? |
| | Will there be an admission charge to attend the event? |
| | Would you like to sell merchandise in the lobby? (Describe Below) |
| Other Important Information: | |

The fee for utilizing CUMC'S auditorium, backstage, and production facilities is based upon several factors including the number of technical engineers and support personnel required, the length of time the facility will be used, the technical complexity, and purpose of the event. To help us determine your actual needs, please answer every question on the attached form. If you are unsure of how to answer, please contact the church office and our technical advisor will discuss it with you. We maintain very high standards of excellence and take every event seriously, so please take time refer to your event plan, consult your artists or speakers, and call the CUMC Production Manager with specific questions. We look forward to considering your event and will respond in a timely manner.

Sincerely,

CUMC Events Committee

CUMC STAFF ONLY

| |
|----------------------------------------------------------------------------------------------------------------------------|
| 1) Does the event fit the mission and vision of this church? |
| How does the event honor the Lord? |
| Does the event help our ability to minister to others? |
| Does the event fit into one of the 5L's? |
| 2) How does the event impact the ability of the church to function? |
| Will the event or rehearsals impact the setup or performance of our regular worship services or other scheduled functions? |
| Will the event burden our volunteers and staff such that it will interfere with other church functions? |
| 3) What fees (if any) should we charge for the event? |
| Based on the nature and purpose of the event should we charge any building fees? |
| Based on the nature and purpose of the event should we charge for support personnel? |
| How many days and how many hours are being requested? |
| Are additional rooms other than the lobby and Sanctuary are being requested? |
| Will someone need to be here to help load and unload supplies on days other than the days requested above? |
| How many support staff will be needed and for how many days and hours? |
| Will the event require hours of setup and programming of lighting, PowerPoint and sound equipment? |