

*This form must be completed in full & returned to the church office.*



## FUMC MEETING-CLASS-EVENT REQUEST FORM

2901 Caledonia Street, Marianna, FL 32446 | 850-482-4502

[nichole.mariannafirst@gmail.com](mailto:nichole.mariannafirst@gmail.com) - updated 3/24

\*Event Start Date: \_\_\_\_\_ \*End Date: \_\_\_\_\_ \*Recurring? Yes No \*Begin Time: \_\_\_\_\_ \*End Time: \_\_\_\_\_

\*Recurrence Info (days of week, frequency, etc.): \_\_\_\_\_

\*Mtg/Class/Event Name: \_\_\_\_\_

\*Leader: \_\_\_\_\_ \*Contact #: \_\_\_\_\_ \*E-mail: \_\_\_\_\_

\*Leader: \_\_\_\_\_ \*Contact #: \_\_\_\_\_ \*E-mail: \_\_\_\_\_

\*Event Set up Date: \_\_\_\_\_ \*Set up Time: \_\_\_\_\_

\*Responsible party for *set up* \_\_\_\_\_ \*Contact #: \_\_\_\_\_

\*Responsible party for *clean-up* \_\_\_\_\_ \*Contact #: \_\_\_\_\_

\*Building Requested: Sanctuary | Education | Wesley Center | Youth | Harrison | Off-Site \*Specific Room Requested: \_\_\_\_\_

\*Est. # Participants: \_\_\_\_\_ \*Key Needed: Yes No \*Nursery needed? Yes No | If yes, how many children? \_\_\_\_\_

\*Food to be Served: Yes No | \*Food Provided By: \_\_\_\_\_ if catered, contact # \_\_\_\_\_

\*Supplies needed: ice | tableware: disposable reusable (needs to be washed) | plates cups forks spoons knives napkins

\*Tables: round # \_\_\_\_\_ 8' rectangle # \_\_\_\_\_ Chairs: # \_\_\_\_\_ | Are white paper tablecloths needed for tables? Yes No

\*Table & Chair SET-UP: (draw on backside if needed) \_\_\_\_\_

\*Special setup, A/V equipment requests: Yes No | If yes, describe: \_\_\_\_\_

\*Transportation Needed: Yes No | \*Transportation Type: Church Van | Rental | Own Cars | Other \_\_\_\_\_

\*Publicize? Yes No | \*Publicize Where?: Bulletin | 5th Page | Facebook | Website | Wednesday Night Live | Other: \_\_\_\_\_

\*Mtg/Class/Event DETAILED Description (how it will appear in all publications): \_\_\_\_\_

Study Material Required: Yes No | \*Book Name/Author: \_\_\_\_\_

\*# Needed: \_\_\_\_\_ \*Study Material To Be Ordered By: \_\_\_\_\_ \*Pickup Instructions: \_\_\_\_\_

\*Costs for Books/Class/Event? Yes No | \*Amount: \_\_\_\_\_ \*Payable When: \_\_\_\_\_ \*Payment Deadline: \_\_\_\_\_

Requests should be submitted a minimum of 3 weeks before the event is to be publicized, not before the event's actual date.  
Newsletter deadline is on the 15th of each month.

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Approved: Yes No | Approved by: \_\_\_\_\_ Approved Location: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Key issued: - Yes No | Date checked out: \_\_\_\_\_ by: \_\_\_\_\_ | Key returned: Yes No

Date entered on Google Calendar: \_\_\_\_\_

Nursery workers contacted: Yes No

Food ordered from: \_\_\_\_\_ Food ordered by: \_\_\_\_\_ Date food Ordered: \_\_\_\_\_

Books ordered from: \_\_\_\_\_ Date order placed: \_\_\_\_\_ Cost per book: \_\_\_\_\_

A/V Equipment Needed: \_\_\_\_\_ | Date Given to A/V Technician: \_\_\_\_\_

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