

# JARRETTOWN UNITED METHODIST CHURCH EVENT CHECK LIST FOR CHURCH MEMBERS

EVENT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

PURPOSE FOR THIS EVENT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

THE ATTACHED CHECKLIST IS FOR YOU TO FILL OUT AND KEEP. THE LIST WILL INFORM YOU OF WHO YOU SHOULD CONTACT FOR:

- ADVERTISING
- CHILDCARE
- REFRESHMENTS
- EQUIPMENT

AS THE CONTACT PERSON, YOU ARE RESPONSIBLE FOR THIS EVENT, WHICH INCLUDES ALL THE SECTIONS OF THE CHECKLIST.

## GUIDELINES

RESPONSIBLE PARTY MUST...

1. UNLOCK DOORS
2. RETURN THE ROOM TO THE WAY IT WAS FOUND
3. TURN OFF ALL LIGHTS (BATHROOM, HALLWAY...)
4. LOCK DOORS

## ADVERTISING

\_\_\_ FOOTPRINTS ARTICLE (DUE BY THE 7<sup>TH</sup> OF EACH MONTH)

\_\_\_ BULLETIN (BRIEF ARTICLE DUE BY WEDNESDAY / ALL SPECIAL INSERTS WILL APPEAR FOR TWO WEEKS MAXIMUM IN THE BULLETIN)

\_\_\_ POSTERS (HANG UP IN THE FRIENDSHIP CENTER AND FELLOWSHIP HALL)

\_\_\_ NARTHEX MONITOR (FORWARD INFORMATION TO LIZ CASTETTER: EHUSTADESIGN@YAHOO.COM)

\_\_\_ CHURCH WEBSITE (SUBMIT INFORMATION TO RON SMITH: AV8R\_BOY@HOTMAIL.COM)

\_\_\_ ACTS EMAIL 2X'S/ MONTH FOR CHURCH WIDE EVENTS (SUBMIT TO WENDY HAMILTON: WA.HAMILTON@COMCAST.NET)

\_\_\_ NEWSPAPER AD (INFORMATION TO SHERRIE IRWIN (3) WEEKS BEFORE IT MUST APPEAR)

**CHILD CARE**

**NURSERY CARE (UP TO AGE 5)**

YES (CONTACT THE FOLLOWING TEAM)  
[TWO PEOPLE ARE NECESSARY]  
ADULTS:                      YOUTH:  
TBD                              TBD

NO (ADVERTISE THAT THERE WILL BE NO NURSERY CARE PROVIDED)

**CHILDREN'S PROGRAMMING (ELEM. AGE)**

YES (CONTACT THE FOLLOWING TEAM)  
[TWO PEOPLE ARE NECESSARY]  
ADULTS:                      YOUTH:  
TBD                              TBD

NO (ADVERTISE THAT THERE WILL BE NO CHILDREN'S PROGRAMMING PROVIDED)

**EQUIPMENT NEEDED**  
**(INFORM THE CHURCH OFFICE)**

- VCR/DVD
- TV
- PROJECTOR
- SCREEN
- AUDIO (MICROPHONES # \_\_\_\_ / SPEAKERS)
- EASEL
- NEED FOR SOUND PERSON (CONTACT WILL HEPPENSTALL, 215-885-8998)
- MOVIE LICENSE REQUIRED

**ROOM(S) NEEDED**  
**(INFORM THE CHURCH OFFICE)**

- FRIENDSHIP CENTER
- BIBLE RESOURCE ROOM
- SANCTUARY
- CHILDREN'S ROOMS
- FELLOWSHIP HALL
- LIBRARY
- 5<sup>TH</sup> & 6<sup>TH</sup> GRADE ROOM
- ARK

**ROOM SETUP**  
**(TO BE COMPLETED BY RESPONSIBLE PARTY OR BY CUSTODIAN UPON REQUEST)**

- CHAIRS (# \_\_\_\_)
- ROUND TABLES IN FRIENDSHIP CENTER  
(# \_\_\_\_ OF TABLES)
- LONG TABLES (# \_\_\_\_)
- DIAGRAM (IF CUSTODIAN IS TO SET UP)

**REFRESHMENTS**

- FOOD / BEVERAGE
- USE OF KITCHEN (CONTACT BETTE DERR IF YOU NEED SUPPLIES)