

# Room Reservation & Promotion Request

WINDCREST UNITED METHODIST CHURCH

\_\_\_\_\_  
TODAY'S DATE

\_\_\_\_\_  
EVENT NAME *as you would like it publicized*

\_\_\_\_\_  
EVENT DATE *recurring events leave blank*

*office use only*

\_\_\_\_\_  
START TIME

\_\_\_\_\_  
END TIME

\_\_\_\_\_  
ROOM REQUESTED

\_\_\_\_\_  
ROOM ASSIGNED

*If childcare is needed for an event, please complete the Childcare Request Form, located in the forms box in the Church Office, and return to Dawn Crews.*

**RECURRING EVENTS ONLY**

This event will occur  WEEKLY on **M Tu W Th F Sa Su**  
*please circle*

MONTHLY on the **1st 2nd 3rd 4th last**

**M Tu W Th F Sa Su**  
*please circle*

This event will occur from \_\_\_\_\_ to \_\_\_\_\_  
BEGINNING DATE ENDING DATE

**CHECK the items you will need**

- Chairs
- Tables
- Card Tables
- TV/VCR
- TV/DVD
- Lectern
- Screen
- Overhead
- Flip Chart
- Digital Projector
- Laptop
- Sound Tech

*office use only*  
Fee assessed? Y N

- Multimedia Tech

*office use only*  
Fee assessed? Y N

- Custodian

*office use only*  
Fee assessed? Y N

**CHURCH USE ONLY**

- Name Tags
- Easel
- Coffee
- Napkins
- Cups
- Plates
- Forks
- Spoons
- Table Covers
- Key(s)

*office use only*  
 Key Covenant

**ROOM SET-UP** *draw a diagram of the set-up that best suits your needs*

**ESTIMATE your set-up time** \_\_\_\_\_  
START TIME END TIME

- office use only*
- Maintenance
  - Childcare
  - Calendar

\_\_\_\_\_  
YOUR NAME

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

\_\_\_\_\_  
MINISTRY AREA *if applicable*

\_\_\_\_\_  
EMAIL ADDRESS

**INREACH internal promotion**

- Bayless Hall TV Screen
- E-mail Blast

**OUTREACH external promotion**

- Connection/Bulletin Announcement  
*run from \_\_\_\_\_ to \_\_\_\_\_*
- Graphic for projection screens
- Postcard
- Facebook Event     Boost Event \$ \_\_\_\_\_
- Facebook/Twitter/Instagram
- Registration Form (without payment)
- Registration Form (with payment)
- Website

**OPT OUT**

- Bayless Hall TV Screen
- E-mail Blast
- Monthly Newsletter  
emils, printed, mailed
- Screen projected between  
service and Bayless Hall
- Note in bulletin or line in  
calendar
- Facebook, Twitter, Instagram  
and/or email
- Website

**SPECIAL PROJECTS//CUSTOM**

- Banner (vinyl)  
*specify size \_\_\_\_\_*
- Other poster  
*specify size \_\_\_\_\_*
- Indoor signage
- Other  
*specify \_\_\_\_\_*

**PROJECT DETAILS** \_\_\_\_\_

WHO *is the event for? (i.e. women ages 25-45)*

WHY *should someone attend this event? What is the purpose or vision?*

DESCRIBE *the event in 3 to 4 sentences. (\*Any Connection with our Vision Statement or the nature of the Ministry being offered is especially helpful)*

DESCRIBE *the event in 1 sentence or less.*

HOW *should the reader respond or what course of action should take place? (i.e. registration, emotional response)*

**DESIGN TONE AND EXAMPLES** \_\_\_\_\_

We want to ensure your satisfaction with the final product! Please describe or attach examples of work that you would like the finished product to reflect. Is there a specific design concept that you have in mind? Feel free to attach sketches or print-outs, describe your ideas with words, reference color schemes, point to web resources, or include any information that would point us in the direction you are going and we will do our best to help you publicize your event.

**WUMC Mission Statement**

To make new disciples of Jesus Christ for the transformation of the World.