

**Oakton United Methodist Church  
Event Request Form**

If your meeting/gathering requires financial support OR draws on or affects other Ministry areas, you need to obtain prior approval. To do so, complete this form and submit to the Events Management Team, via the church office. To review the Guidelines for Scheduling OUMC Sponsored Events, go to <http://www.oaktonumc.org/policiesformshandbooks.html>

**Event Name:** \_\_\_\_\_ **Desired Date:** \_\_\_\_\_

**Requestor(s):** \_\_\_\_\_

**Responsible Ministry(s):** \_\_\_Nurture\_\_\_Witness \_\_\_Outreach \_\_\_Worship

Subgroup(s): \_\_\_\_\_

**What is the purpose of this event and how does it line up with OUMC's mission, vision, and values statements?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Target Audience:**

\_\_\_\_\_  
(e.g., community, OUMC members, children, music lovers, seniors, etc.)

**Estimated Attendance:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_  
(Please include adequate set-up and clean-up time)

**Preferred Location:** \_\_\_\_\_

**Alternate Location:** \_\_\_\_\_

**Event Resources Required**— After your request has been approved, please contact the appropriate individual(s) to coordinate your event. Do not assume they are aware of your needs simply by your completion of this form.

**Church Office**

- Audio/Visual Equipment (LCD projector, microphone, recording equipment, etc.)
- Building Access (for when the church office is not open)

**Music**

- Music Director (choirs, vocalists, instrumentalists, etc.)
- Organist

**Other**

- |   |   |
|---|---|
| <input type="checkbox"/> Pastor               | <input type="checkbox"/> Nursery Director   |
| <input type="checkbox"/> Office Administrator | <input type="checkbox"/> Preschool Director |
| <input type="checkbox"/> Custodian            | <input type="checkbox"/> Youth Group        |

**Anticipated Staff Time Commitment:** \_\_\_\_\_

Please note all requests for staff involvement beyond their normal work hours must be agreed to and approved by the Chairs of the Staff Parish Relations Committee and Finance

**Summarize Requested Assistance:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Consider Your Publicity Needs**— When your event is approved, please contact the appropriate person to initiate communications planning.

- Sunday Bulletin – Submit information to the church office by Monday for the following Sunday.
- Sunday Morning Announcements – OUMC-sponsored events only. Provide desired message to the Pastor ([hawks.don@gmail.com](mailto:hawks.don@gmail.com)) two weeks prior to the scheduled event.
- Oak Leaves Newsletter – Submit your article to the Editor ([oakleaves@oaktonumc.org](mailto:oakleaves@oaktonumc.org)) by the 15<sup>th</sup> of the month prior to the date of publication.
- Website – Submit your information to the Webmaster ([webmaster@oaktonumc.org](mailto:webmaster@oaktonumc.org)) two weeks prior to the date you want the information posted.
- Bulletin Board – No approval needed to post items on the informational bulletin board located on the left side of the narthex.
- External Sign – Contact the Sign Steward Geddis Kerr ([geddiskkerr@juno.com](mailto:geddiskkerr@juno.com)) with the desired message two weeks prior to the date you want the information posted.
- Photographer – Contact the Church Photographer Dave Estus ([destus@cox.net](mailto:destus@cox.net)) at least three weeks prior to the date of the event.
- Free and Paid Newspaper Advertising – Contact Media Coordinator Steve Honda ([stevehonda703@aol.com](mailto:stevehonda703@aol.com)) with the specifics at least three weeks prior to the date of the event.

**Ministry Team Leader(s) Approval:** \_\_\_\_\_

\_\_\_\_\_

**SPRC Approval (if applicable):** \_\_\_\_\_

**Finance Approval (if applicable):** \_\_\_\_\_

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**Events Management Team Notes**

- Approved as requested; place event on the church calendar
- Approved with adjustments; place event on the church calendar:  
\_\_\_\_\_  
\_\_\_\_\_
- Denied; reason: \_\_\_\_\_
- Requestor(s) notified; date: \_\_\_\_\_