Planning an event?

Here are the questions you'll need to answer on our Activities Request Form for Events. Print or download this document to ensure your team has answered all the questions before filling out the online form.

Section 1: Your Information

Your Name:

Your Email:

Section 2: Event Details

Name/Title of Event:

Point of Contact Name (logistical questions will be directed toward this individual):

Point of Contact Email:

Point of Contact Phone Number:

Is this opportunity open to the community or for a set group of people?

- ☐ Open to community
- ☐ Set group of people (CAMLs, Leadership Board, Staff, Small Group Members, etc.)
- ☐ Other (please explain)

Do we have permission to share this contact information with our community? (i.e. Have questions about this activity? Contact [name] at [contact info].)

- ☐ Yes, you can share email and phone number
- ☐ Share email only
- ☐ Share phone number only
- ☐ Direct people to church office and forward messages to contact person

Date (if recurring or occurs over multiple days, list the first day the opportunity will occur)

- If this opportunity is recurring or happens over multiple days, please explain here. For example: this small group takes place on the 3rd Thursdays of the month or this group will meet on Sundays from January 19-February 25.

Start Time (i.e. 9:00 am)

End Time (i.e. 1:00 pm - if unknown, please provide best estimate)

- If applicable, provide any further detail. For example, if your event begins at 11 am but people can meet at the church and carpool together at 10:30 am or if the event technically begins at 1 pm but there will be a meet & greet coffee time from 12:30-1 pm, let us know that here.

Ministry Area Category (if you are collaborating with multiple ministry areas, please select multiple answers)

- [ ] Share
- [ ] Learn
- [ ] Worship
- [ ] Care
- [ ] Administrative
- [ ] Social Justice
- [ ] Children & Youth

Is this an in person, online, or hybrid event?

- [ ] In Person
- [ ] Online
- [ ] Hybrid Event

In Person/Hybrid Only:

Will this take place at Burke UMC or at a different location?

- [ ] Burke UMC
- [ ] Different Location

If at BUMC:

How many people do you need space for? If you are hoping for a specific location, please note that here and we will do our best to accommodate.

If you are utilizing the Fellowship Hall, Entryway, or having an outdoor gathering, please list your ideal set-up for this gathering, including amount of chairs, amount and type of tables (4 ft round or 6 ft rectangular). Our Facilities Manager will be in touch to confirm set-up logistics.

Please select any of the following tools/supplies you'd like to request:

- [ ] OWL (microphone/web cam to assist with hybrid meetings)
- [ ] Portable speaker/microphone
- [ ] Podium

- [ ] DVD Player
- [ ] Name Tags
- [ ] Church Tablecloths
- [ ] Pens & Pencils
- [ ] Markers
- [ ] Easel

Would you like to request childcare for this event?

What age range are you hoping to offer childcare for?

If off site:

Please list location name and address.

If you need any supplies from the church building for this offsite event, please list requests here.

Online/Hybrid Only

Do you need a zoom link created for this event?

- [ ] Yes
- [ ] No

If yes, which security features would you like included with your link? Our standard procedure is to always require either a password, access through direct link, or waiting room. The features listed below are additional security features.

- [ ] Require people to register through zoom before receiving link - registration link will be listed on website
- [ ] Standard security features - link will be listed on website
- [ ] Standard security features - require participants to email leader for zoom link, link not listed on website (*if this option is selected, provide name/email of person to contact*)
- [ ] People who sign up via Sign Up Genius will be sent link ahead of meeting time - zoom link will not be listed on website

If no, if you have a zoom link you'd like shared on our website, please paste the link here.

Section 3: Type of Opportunity

What category does this opportunity fall into:

- [ ] **Event**
- [ ] Small Group
- [ ] Volunteer Opportunity

- [ ] Meeting

What group of people is this opportunity geared towards?

- [ ] Internal - designed for church members and people already connected to the BUMC community
- [ ] External - designed both for church members and for people in the wider community

Do you need marketing support for this gathering?

- [ ] Yes
- [ ] No (group is not open to new members or does not need to be shared widely)

Section 4: Marketing Support

Where would you like your event details to be shared (our team will do our best to accommodate your requests based on how much availability there is in this season's marketing calendar)?

- [ ] Connections Newsletter
- [ ] Friday Five
- [ ] Bulletin Announcements
- [ ] Social Media
- [ ] Worship/Lobby Slides
- [ ] Bulletin Board
- [ ] Roadside Banner

Do you need a flyer created for your event?

If yes, what date would it be helpful for your team to have the flyer?

Will you be distributing the flyer in person or virtually?

- [ ] In person - need printed copies

How many copies of the flyer would you like printed?

- [ ] Virtually - just need PDF
- [ ] Both

Would you like to distribute general church information at the event (postcard with upcoming BUMC events, etc.)?

Please list any additional marketing needs or ideas.

Section 5: Volunteer Needs

Do you have volunteer needs for this event?

If yes:

How many volunteers do you need for this event?

What volunteer roles are needed?

Are there requirements that need to be met to participate in this volunteer opportunity? (background check, previous training, etc.)

Is this volunteer opportunity suitable for families to volunteer together?

- [ ] Yes! All are welcome, including children.
- [ ] Youth in grades 7th and up are welcome.
- [ ] No, this opportunity is for adults only.

List the volunteer Sign Up Genius link or information about how to sign up here. (Contact X person at X email, etc.) *If you need help creating a Sign Up Genius or need access to the BUMC Sign Up Genius, email communications@burkeumc.org before completing this form!

Section 6: Sign Up/RSVP

Do people need to RSVP to this event?

- [ ] Yes
- [ ] Nope! Just drop in/come on out
- [ ] Registration is preferred, but walk ins will not be turned away

How will participants register for this event?

- [ ] Sign Up Genius
- [ ] Email Contact Person
- [ ] Purchase a Ticket
- [ ] Other

Please list sign up genius, name of contact person, or ticket selling process.

Section 7: Additional Information for Events

Check here to confirm you have reviewed the events checklist above before filling out this form.

Check here to confirm expenses have been confirmed with the appropriate CAML. If no expenses, select "n/a".

How will you engage or include our online community in this opportunity (some examples include providing a hybrid option for people to join via zoom, creating a plan to share photos and a recap via social media and our church newsletter following the event, etc.)?

How will you create space for nurturing deeper relationship building in this opportunity?

Section 8: Blurb for Community

Include a short paragraph with information about this opportunity to be shared in our church-wide communications. Include any materials, curriculum, requirements, etc. that are needed to participate in your group. Our marketing team will edit as they see fit.

Ex: We're excited to invite you to Community Bowling Night on Tuesday, July 12, 2027 at 7 pm. We'll meet at FunBowlZone on Springfield Ln for an evening full of food, games, and fun. This is a great opportunity to meet new people in our church community. All ages are welcome to participate! Bowling is $12/person plus a $5 shoe rental fee. Let us know if cost is a barrier. No RSVP is required. We hope to see you there!

Section 9: Wrapping Up

Is there anything else that would be helpful for our team to know?