

Date of Event: \_\_\_\_\_ Date of Request: \_\_\_\_\_ New Request or Edit: \_\_\_\_\_

## Scheduling of Events at UCS

### Instructions:

1. Fill out form below
2. Request reviewed weekly at staff meeting
3. Notification by office staff

*Your event is not considered scheduled until you receive confirmation in writing (email) from Susan Webster, Bookkeeper/Office Assistant.*

Individual Making Request: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Possible Alternate Date(s): \_\_\_\_\_

Is this event under the sponsorship of a congregation group or staff member? Y/N \_\_\_\_\_

Who?: \_\_\_\_\_

Purpose: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Set up Begins at: \_\_\_\_\_ Clean up Ends at: \_\_\_\_\_

Is the sexton's presence needed/requested for any of this? If so, what time & for what duties.

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

Room(s) / Spaces(s) Preferences \_\_\_\_\_

Equipment Needed / Requested: \_\_\_\_\_

\_\_\_\_\_

*Office use only.* Date Status list completed \_\_\_\_\_

- Status:  Has been added to *Staff Calendar*
- Discussed by office staff: Date & initial \_\_\_\_\_
- Approved  Denied: Details on reverse
- Fund Raiser Y/N \_\_\_\_\_ Approved by Finance Committee \_\_\_\_\_
- Event transferred to Member Calendar  
(Hold removed; event removed from Staff Calendar)
- Requester notified of decision: Date & initial \_\_\_\_\_