

FIRST UNITED METHODIST CHURCH
Program / Event Planning Worksheet
(This form is available on the Church's website @ www.fcfumc.net/forms/.)

DESCRIPTION:

COST: \$ _____ BUDGETED?: YES NO

IF NOT BUDGETED, HOW WILL EVENT BE PAID FOR?

CHAIRPERSON/S: _____

ESTIMATED PARTICIPATION: _____

SCHEDULE:

DATE: _____ TIME: _____ - _____ LOCATION: _____
From To

PREPARED BY: _____ DATE: _____

FOLLOW-UP COMMENTS:

FORMS NEEDED:

- Application for Building Use
- Service / Equipment Request
- Kitchen Use (if applicable)
- Off-site Event

Submit all applicable forms to the Church office 30 days prior to date of program / event. Forms are available on the Church website (www.fcfumc.net/forms/) or at the office.