



UUCG INTERNAL Event Scheduling Request

Completion of this form and submission to the Administrative Assistant in person, by fax at (252) 355-6658, or by e-mail office@uugreenvillenc.org, will insure your room request and publication on the church calendar. If there are any conflicts with your request, you will be contacted.

Basic Information			
Event Title		Sponsoring Group/Committee	
Lead Contact/Event Chairperson		Contact's Daytime Phone #	
Expected # of Participants			
Room(s) Requested		Any special needs?	
Child Friendly:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Event Information			
Describe Event			
Date & Time Requested: (1 st choice)		Date & Time Requested: (2 nd choice)	
Regular meeting to be scheduled to the end of the church year (June)?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Open to non-members?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Cost to attendees	Member: \$ Non-member: \$
Impact Assessment			
<u>Primary Impact Area:</u>	<input type="checkbox"/> Financial – <i>Event will raise funds for UUCG</i> <input type="checkbox"/> Congregational – <i>Event will benefit UUCG members, regional UU groups, or the UUA</i> <input type="checkbox"/> Community – <i>Event will benefit the community at large and/or heighten awareness of UUCG</i>		
Describe Financial Impact			
Describe Congregational Impact			
Describe Community Impact			
OFFICE USE ONLY			
Received by		Date	
Approved as requested		Approved with changes	

If you would like this event announced in the newsletter or in the orders of service, please complete the reverse side of this form.

Publicity

Is this event to be announced in the newsletter?

- Yes
 No

Is this event to be announced in the orders of service?

- Yes
 No

Please draft a paragraph for the newsletter here:

Please draft a line for the order of service announcements here:

You may also send announcements to office@uugreenvillenc.org

Thank You for using this Form!!!