



## 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](mailto: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?	
<b>Child Friendly:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Event Information			
Describe Event			
Date & Time Requested: (1 <sup>st</sup> choice)		Date & Time Requested: (2 <sup>nd</sup> choice)	
<b>Regular meeting to be scheduled to the end of the church year (June)?</b>	<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</u> Impact Area:	<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](mailto:office@uugreenvillenc.org)

Thank You for using this Form!!!