

EVENT REQUEST FORM

FIRST UNITED METHODIST CHURCH
of SANTA MONICA

1008 Eleventh Street
Santa Monica, CA 90403
www.santamonicaumc.org

310-393-8258
info@santamonicaumc.org



All fundraising events must be pre-approved by the Finance Committee before the event may be considered for final approval.

TODAY'S DATE: _____

EVENT TITLE: _____

EVENT DATE/S: _____
If recurring, indicate frequency and end date: _____

ROOM/S: _____

TIME EVENT BEGINS: _____

TIME EVENT ENDS: _____

SET-UP TIME (IF DIFFERENT): _____ BREAKDOWN TIME NEEDED: _____

SPONSORING GROUP: _____ MAIN CONTACT: _____

NUMBER OF PEOPLE EXPECTED: _____ PHONE: _____

EMAIL: _____

SPECIAL REQUESTS: Custodian On-hand Kitchen Use Church Publicity – Email info to T.Gage@santamonicaumc.org.
 Other: _____

ADDITIONAL INFORMATION: _____

FOR OFFICE USE

This request is **APPROVED** **NOT APPROVED** _____ DATE: _____
(CIRCLE ONE) SIGNATURE

COMMENTS: _____

PUBLICITY: Sentinel Friday Email Website Page Social Media

Contact person notified of status on DATE: _____ By: _____ Via Email Via Phone

Approved request entered in calendar on DATE: _____ By: _____ Via Email Via Phone

Event Category Mark all that applies to event. Categories allow church calendar visitors to group events for easier viewing.

** Indicates visible only to staff (calendar users.)

- | | | |
|---------------------------------------------------------------|-------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Bible Study | <input type="checkbox"/> Messy Church | <input type="checkbox"/> United Methodist Women |
| <input type="checkbox"/> Childcare offered | <input type="checkbox"/> Ministry / Committee Meeting | <input type="checkbox"/> Ways to Serve |
| <input type="checkbox"/> Children's Ministry | <input type="checkbox"/> Music Ministry | <input type="checkbox"/> Worship Service |
| <input type="checkbox"/> Church Event (General) | <input type="checkbox"/> Prayer Quilt Ministry | <input type="checkbox"/> Youth Ministry |
| <input type="checkbox"/> Community Event (Not hosted by FUMC) | <input type="checkbox"/> Preschool Event | <input type="checkbox"/> Preschool Booking** |
| <input type="checkbox"/> Fellowship & Classes | <input type="checkbox"/> simple church | <input type="checkbox"/> Room Booking** – External Group |
| <input type="checkbox"/> Grow | <input type="checkbox"/> Special Service | <input type="checkbox"/> Room Booking** – Internal Group |
| <input type="checkbox"/> Health Ministry | <input type="checkbox"/> Spiritual Growth | <input type="checkbox"/> Staff Event** |
| | | <input type="checkbox"/> Worship Booking** |