

## Planning Events at First UU Society of Albany A Step-by-Step Planning Guide

*Holding an event at FUUSA isn't complicated, but it does require planning. This form is meant to help guide you through some of the questions you'll need to answer (for yourself and the church staff) in order to plan a successful event.*

**You may not publicize your event until items numbered 1-7 are clarified and communicated to the Church Administrator. Please fill out this side and call Amy Lent at 463-7135 with your preliminary planning information.**

	<b>NOTES</b>
<p><b>(1) Is this a fundraiser?</b> If so, approval from the Board of Trustees is needed before you proceed. You will need the Fundraising Application.</p>	<b>Fundraising approval:</b>
<p><b>(2) Who is the sponsoring committee?</b> Be certain to have full support of your committee for the event. Please consider that if there isn't true support from the committee, it's less likely to succeed. If you lend the committee's support in name only, a person asking for your sponsorship for an event may be disappointed in the level of success.</p>	<b>Committee:</b>
<p><b>(3) Is there a contract committing the church to anything?</b> If so, please contact the Church Administrator.</p>	
<p><b>(4) Who is the contact person(s) in charge of the event?</b> If the event will be attended by over 25 people and/or involve food, a person in charge of facilities (in addition to the person in charge of the program) should be identified.</p>	<p><b>Person in charge of event/program:</b></p> <p><b>Person in charge of facilities:</b></p>
<p><b>(5) Will you be serving alcohol?</b> If so, obtain the Alcoholic Beverages policy and follow it.</p>	<b>Serving alcohol?</b>
<p><b>(6) Where will you be holding the event?</b> Which room, furnishings and equipment are needed? Check with the Church Office to target a tentative date when the desired room is available. Once the tentative time (see #7) and items 1 though 5 are confirmed you may reserve the room through the Church Office.</p>	<b>Preferred location</b>
<p><b>(7) What is the time and date of the event?</b> To help you determine this, consider:</p> <ul style="list-style-type: none"> <li>▪ We encourage you to meet at a time when the church is open and/or staffed. (See schedule below.) If you will meet when the building is not staffed, consider whether you will need the front doors unlocked for arrivals or if you can manage by answering doorbells.</li> <li>▪ If you need the front doors unlocked, you can either hire a Building Steward (\$50 for first three hours, \$10 each additional hour) or identify a Door Manager who will unlock doors, staff the lobby the entire time the doors are unlocked, and lock up when arrivals are complete.</li> <li>▪ Plan at least 1/2 to 1 hour of set-up time before your event and 1/2 to 1 hour clean-up time after. If you will be using dishes in large quantity, and the dishwasher, plan on it taking longer to clean up.</li> <li>▪ Plan your event far enough in advance so that good publicity can be done (about 6 weeks.) See #10 below about publicity.</li> </ul>	<p><b>Security:</b>  <input type="checkbox"/> Use doorbell  <input type="checkbox"/> Hire Building Steward (request to Church Administrator)  <input type="checkbox"/> Volunteer Door Manager (who?)</p> <p><b>Event date cleared with church office:</b>            Day _____ Date _____</p> <p><b>Time:</b>            _____ Set up            _____ Event start            _____ Event end            _____ Clean up done</p>

<b>EVENT vs. MEETING</b>	<b>HOURS THE BUILDING IS STAFFED</b>
<p>An <b>“event”</b> is any gathering:</p> <ul style="list-style-type: none"> <li>a) of more than 25 people OR</li> <li>b) at which refreshments are served OR</li> <li>c) which has complex set-up requirements OR</li> <li>d) during which people will be coming and going from the church.</li> </ul> <p>A <b>“meeting”</b> does not require elaborate set-up and food is not served.</p>	<p>Monday-Friday 8:00 a.m.-7:00 p.m.            Sunday 8:00 a.m.-12:00 p.m.</p> <p><i>For events at other times you will need a building key. Committee chairs have keys: others may borrow one for short term use.</i></p>

PLAN A SUCCESSFUL EVENT USING THESE QUESTIONS / GUIDELINES	NOTES
<p><b>(8) What custodial needs do you have for your event?</b>            Tables, chairs, audio-visual? Fill out a Custodial Needs form and give/send it to Dave Stone, Administrative Assistant. Dave will put the right items in or near your room. You will be responsible for some or all of the set up and breakdown, depending on activities preceding or succeeding yours. All users after 4:00 pm Friday must leave the room in the set up required for Sunday morning.</p>	
<p><b>(9) Childcare and Families:</b>            Are children welcome to attend? Will childcare be provided? In both cases, what ages are appropriate? Contact the Child Care Coordinator at least two weeks before the event to obtain and discuss childcare policies and the list of qualified caregivers. The sponsoring committee will have the responsibility of managing their childcare in accordance with this policy. If you need a separate room for children be sure to reserve it. If childcare is offered, promote it!</p>	
<p><b>(10) Publicity:</b>            Publicity should begin about 6 weeks prior to the event. To ensure the success of your event, please use these means of publicizing it:</p> <ul style="list-style-type: none"> <li>▪ <i>Windows</i> and <i>Windows Update</i>: newsletter deadlines are 9:00 a.m., first and third Mondays. Remember the newsletter is mailed bulk mail, so you should be submitting articles 5-6 weeks prior to your event.</li> <li>▪ <i>Order of Service</i>: deadline for written announcements is noon on Thursday</li> <li>▪ Verbal announcements in service are limited to the first few announcements in the This Week at FUUSA section of the OS.</li> <li>▪ Flyers: place on Program Bulletin Board, in flyer pockets, and pdf on website. On some occasions we will insert a flyer in the newsletter. If you want people to sign up for your event, put a sign-up sheet on the Sign-up Site bulletin board.</li> <li>▪ External publicity: Contact Public Relations Committee</li> </ul>	
<p><b>(11) Handling Money:</b></p> <ul style="list-style-type: none"> <li>▪ Do you need to bring change and cash boxes? (Some cash boxes are available in office.)</li> <li>▪ Checks should be written to FUUSA, and your event/income line should be noted on the memo line. See # 12 if checks are for another organization.</li> <li>▪ Do you have a method for tracking income/registration?</li> <li>▪ Do you have a method for tracking expenses?</li> <li>▪ Good practice suggests that two people working together should count cash and checks and prepare a deposit. Complete the Monies Received form, and keep a copy for yourself.</li> <li>▪ Put cash, checks, and Monies Received form in an envelope. Put envelope in yellow box labeled Finance in office, or if office is locked drop it thru office door mail slot.</li> </ul>	
<p><b>(12) If this is a fundraiser for an outside organization:</b></p> <ul style="list-style-type: none"> <li>▪ Checks written for other organizations will not be deposited in FUUSA's account: have the donor write the check directly to that organization.</li> <li>▪ Cash collected can be deposited to your event/income line, and then you can complete a Request for Payment in order to send the cash on to the organization. Keep the checks together with the cash.</li> <li>▪ Do you have the full name and address so that proceeds can be mailed to the organization?</li> <li>▪ Write a cover letter to submit with the donation so that recipient knows whom it is coming from.</li> <li>▪ Please tell the Church Administrator how much money was raised and for whom. We keep track of these things!</li> <li>▪ Please consider writing an article for <i>Windows</i> celebrating your success with the congregation, reporting how much money was donated, and thanking people who helped.</li> </ul>	

All forms can be found in the front office and on our website [www.albanyuu.org](http://www.albanyuu.org) (Church Office/File Cabinet). Electronic 'paperwork' happily accepted. Please call Amy Lent, Church Administrator, if you have any questions!

### Useful Contacts

<b>Church Administrator--</b> Amy Lent	<b>463-7135</b>	<a href="mailto:administrator@albanyuu.org">administrator@albanyuu.org</a>
<b>Administrative Assistant/Sexton--</b> Dave Stone	<b>463-7135</b>	<a href="mailto:sexton@albanyuu.org">sexton@albanyuu.org</a>
<b>Newsletter and Order of Service</b> submissions		<a href="mailto:windows@albanyuu.org">windows@albanyuu.org</a>
<b>Public Relations Committee--</b> Paula Moskowitz	<b>439-6347</b>	<a href="mailto:pr@albanyuu.org">pr@albanyuu.org</a>
<b>Childcare Coordinator--</b> Ann Lapinski	<b>355-7581</b>	<a href="mailto:fbarker@nycap.rr.com">fbarker@nycap.rr.com</a>