



Court Street
UMC

Event Request Form

Event Requestor

Name <i>(Primary Contact)</i>		Date of Request
<input type="text"/>		<input type="text"/>
Phone Number	Email	
<input type="text"/>	<input type="text"/>	

Contact Information

Ensemble/ Artist Name		Website	
<input type="text"/>		<input type="text"/>	
Phone Number	Email		
<input type="text"/>	<input type="text"/>		
Facebook Handle	Instagram Handle		
<input type="text"/>	<input type="text"/>		
Name of Contact Person		Number of Performers	
<input type="text"/>		<input type="text"/>	
Artist Bio/ Description			
<input type="text"/>			

Event Overview

Preferred Date & Time		Alternate Date & Time	
<input type="text"/>		<input type="text"/>	
Start and End Time:		Rehearsal Time(s) & Location	
<input type="text"/>		<input type="text"/>	
Fees associated with the event		Event Location <i>(Sanctuary, Wesley Guild, Refectory)</i>	
<input type="text"/>		<input type="text"/>	



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Event Details

Event Name: (e.g., Concert, Worship Night, Special Event)

Genre/Style: (e.g., Contemporary, Traditional, Gospel, Fusion)

Specific Songs or Theme:

Briefly describe the nature and purpose of the event and the benefit to our community

Technical Requirements

- Audio/PA System
- Microphones and Instruments
- Special Equipment (if any):

Additional notes

Received by

Date

Event Request Form Instructions

Submission Process:

1. This Event Request Form is to be completed and submitted to the Church Office for consideration.
2. The Church Administrator will review and submit the request to the Finance & Trustees Committees.
3. Finance Committees meet the second Thursday of odd months of the year (January, March, etc.), so please plan your submission accordingly. (Specific dates can be located on our calendar at <https://courtstreetmethodist.com/calendar-of-events>)

Approval:

1. The Finance & Trustees Committees and Pastor will review event requests for financial feasibility and alignment with the church's budget and the use of space.
2. The events will then be presented at the next Church Council Meeting.
3. Church Council Meetings are on the Third Sunday of Odd Months and should also be on our online calendar.
4. Applicants will be notified of the committee's decision in a timely manner.
5. Our sanctuary is a sacred space and while secular music is allowed, any non-sacred pieces need to be approved by our Pastor or Music Director.

Planning in Advance:

1. Plan your event well in advance to ensure timely committee review.
2. Events will be scheduled based on committee availability and approval timelines.
3. Our Communications & Media Committee needs at least one month's notice to be able to prepare materials and promote events.
 - a. For Example. Today is February 1st. The next Church Council Meeting is Sunday, March 17th. The *earliest* date to coordinate and event would be April 18th.

Authorized Signers:

1. Only authorized signers designated by the Church finance & Trustees committees are permitted to sign agreements with performers.
2. This is to ensure that funding is available and aligns with the church's financial commitments.
3. Unauthorized agreements may not be honored by the church.

Acknowledgment:

1. By submitting this form, you acknowledge that you have read and understood the terms and conditions.
2. Approval is contingent upon adherence to these terms.