

UNITARIAN UNIVERSALIST CONGREGATION OF STERLING

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Event Planning Guide

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Overview

This document is intended to help UUCS members and friends plan events being held at our facility. Please read through this entire guide for information about how to plan and hold a successful event at UUCS.

It is important that organizers spend time in reflection before committing their time, that of others, and the resources of the congregation. Taking this time can deepen your understanding about how your event can be meaningful and successful.

Questions to ask yourself:

- How is your idea clearly tied to the vision and ends of the church?
- What is mission/purpose of the event? Does it support the vision and mission of UUCS?
- How will your event advance our vision as an intentionally multigenerational, multiracial, multicultural, anti-oppressive UU religious community?
- Why is it important to do at this time?
- What is the outcome you expect?
- How will you recognize, celebrate and evaluate your event's success?
- Will you be partnering with an existing group or project? New events that do not fall within existing program areas will need approval from the Board. Completion of the UUCS Event Form will serve as an application for approval.

Your First Steps

1. Read through this document.
2. Complete and submit the UUCS Event Form that's at the back of this document.

Facility Use

Free Of Charge vs. Rental Fee

The facility is available free of charge for use by church members.

A rental charge is incurred for an event hosted by a:

- non-member or friend of our congregation.
- member or friend of our congregation was going to make money from or on the event... for example if someone wanted to use our space to host a meditation class, and the funds were not going to go to UUCS. However, when a friend or member of the congregation requests the space, even for an event where they will make money, we offer a reduced rate.

For more information, contact the Administrator and request a copy of the Rental Rates document. It

includes:

- Per Hour Rental for For-Profit Enterprises Weekend/Weekday
- Per Hour Rental to Not-For-Profit Enterprises Weekend/Weekday
- Per Month Rental for Specific times/days
- Open Hours for Renting the Sanctuary and Program Space

Arrangements for signing a Rental Contract and paying the rental fee are made through the Administrator.

Event Fees/Donations/Offerings

If an event is not free of charge, please consider the following during event planning.

Registration Fees

Depending on the event, it may be applicable to request a registration fee (e.g., The Annual Poetry Slam charges a registration fee. For more info visit their website: uucsjazzpoetryslam.net). Consider the same questions as those for Admission Fees, listed below.

Admission Fees

If there will be an admission fee for your event, consider the following:

- What is the fee for admission? Is it the same for children/students/adults/families/seniors?
- What does the fee for the event cover/include?
- Will the admission charge be collected at the door and/or via advance ticket sales? If in advance, how will money be collected and is there a need to track ticket sales?
- If tickets will be sold, they will need to be designed and printed. Is there a maximum number of spaces?
- What is the payment deadline?

Donations

Depending on the event, it may be appropriate to request donations verbally, or place a container (e.g., basket, jar) out to collect donations. It should be made clear for what purpose donations are being collected.

Collections

Depending on the event, it may be appropriate to include a free will offering as a part of an event. As with donations, it should be made clear for what purpose the money is being collected.

Facility

Space Availability

The best first step is to check the master church calendar. It is available on the UUCS website (uusterling.org > Connect tab > Calendar > Upcoming Events link). If the desired space for your event is not taken on the date you would like to hold your event, a call and/or email to the Administrator is suggested to confirm that it is open (703-406-3068, administrator@uusterling.org).

How to Secure Space

The space requested for the date of your event will be reserved and finalized upon approval and signing of the Event Form.

Timing of Event

Reviewing our online calendar can help you plan and schedule your event. The church year is especially active between September – May and there are times when activity is high and room reservations are in heavy demand. There are also weekly and monthly regular meetings, rehearsals, etc.

Access to Facility

If you do not have a key to the building, arrangements are made with the Administrator to check out a key (703-406-3068, administrator@uusterling.org).

UUCS Rooms Chart

Space Name	Maximum Capacity	Suggested Use	Comments
Hospitality Hall	No more than 6 tables recommended.	Small events, meetings, small receptions.	Space commonly used for after church light refreshments, welcome table with name tags, order of service, etc. Two restrooms are easily accessible in this space.
Sanctuary	Seats 150	Baby grand piano. 2 music stands Assistive Listening System Sound system is available if the contact person is shown how to use it. Contact x@uusterling.org	Chairs need to be returned to their original arrangement at the end of the event. A diagram of the correct arrangement is available in the podium. Window treatments are sheer. Space cannot be darkened during daylight hours.
Darwin Mezzanine	Has 1 conference style table that seats 10 comfortably.	This space includes the office area for the Administrator. It is primarily used for meetings. Suitable only for small group meetings.	Limited privacy. Not handicapped accessible (stairs lead up to the space). Can get very warm during the summer months.
Crocker Center	3 tables w/chairs	This space is primarily used to access the RE rooms.	A restroom is directly accessible from this

Space Name	Maximum Capacity	Suggested Use	Comments
		There are two cabinets and two counters in this space. Suitable for a small group meeting. Tables and chairs would need to be set up.	space. The storage area, Emerson Room and High School and Middle School rooms are accessed from this space.
Emerson Room	3 tables w/chairs	Primarily used for RE. Typically configured with two tables and 12 chairs.	A restroom is directly accessible in this space. A sink is located in this space. An alarmed exit is accessible from this space.
Jordan Room	3 tables w/chairs	Primarily used for RE. Typically configured with two tables and 12 chairs. Suitable for small to medium (maximum 14) group meetings.	
Brown Room	1 table w/chairs	Primarily used for RE. Suitable for small (maximum 8) group meetings.	
Nursery	Limit is 8 children and two adults.	Childcare.	Childcare must be previously arranged with the Director of RE (re-director@uusterling.org)
High School Room	Limit is 8.	Suitable only for small group meetings. Furniture includes a couch and chair.	Limited privacy: A curtain divides this room from the Middle School Room area.
Middle School Room	Limit is 8.	Suitable only for small group meetings. Furniture includes a couch and chair.	Limited privacy: A curtain divides this room from the High School

Space Name	Maximum Capacity	Suggested Use	Comments
			Room area.

Tables and Chairs

5 large, 2 smaller narrow tables, and 1 round fold-up tables are available. Tables need to be taken down and returned to their storage area during clean up. Chairs need to be returned to their original spot.

In addition to the approximately 150 chairs in the sanctuary, there are quite a few older blue chairs in the storage room. During clean up, chairs need to be returned to their original spot. If chairs were taken from the Sanctuary, care needs to be taken that they are returned to their original arrangement.

Use of Kitchen

Events that involve food and beverages will most likely require use of the kitchen. Please read through the Kitchen Area section carefully when planning this aspect of your event. Be sure to indicate that you will need access to the kitchen space on the UUCS Event Form. Keep in mind that additional volunteers may be needed to handle the kitchen clean-up.

Use of Sound System

Use of the sound system in the Sanctuary necessitates coordination with a Sound Master. This is arranged through the Worship Associates or the Administrator. A key is required to access the sound booth. A short training session with one of the sound masters must be attended if the sound system is going to be used during the event.

Hanging and Displaying Event Materials

If any materials need to be displayed or posted (e.g., banners), it needs to be done in a manner that will not cause damage to the wall or surface onto which it is attached. If there is any doubt on how to best go about hanging or displaying an item, please discuss it with the Administrator prior to the event.

Storage Space

Storage space for event-related items is very limited. To request storage place, email the Administrator with a description of the item(s), the date(s) storage is needed, and s/he will let you know if there is available space. There are three closets:

- Program closet off the Crocker room
- Worship closet in the sanctuary (there is not likely to be any space available in this closet)
- Mezzanine closet

Facility Use Rules

- Smoking is not permitted anywhere in the building.
- All furniture and equipment must be returned to its original location.
- All events must have a designated contact person responsible for keeping the space safe during the event and making sure the building is clean and locked when the group leaves.
- The facility must be treated with respect and left in a clean and orderly manner.
- Cleanup is the responsibility of the contact person.

- Events must be in keeping with our Unitarian Universalist Principles.

Facility Clean-Up Checklist

- Put dirty dishes in the bin of soapy water. Place extra dishes, coffee pot, etc. on cart and take to kitchen.
- Put dishes in dishwasher and/or hand wash dishes. Make sure to start dishwasher if it is nearly full.
- Clean tables.
- Put away tables and chairs.
- Remove decorations.
- Empty garbage in dumpster in back of the building.
- Sweep floor.
- Unplug all coffee pots and any other similar appliances, as applicable.
- Turn off lights Lock the building when you leave.

Kitchen Area

Kitchen Contents

The kitchen area is not large. If a large amount of food is going to be served, careful planning is a must. Most food preparation should take place prior to bringing it to the church. It is recommended that the food is brought in the dishes from which it will be served – it will make it much easier!

The kitchen cabinets are labeled.

Please Note: If you will be using the kitchen area, there is no substitute for familiarizing yourself with the area and its contents in person prior to the event.

- Refrigerator – space may be very limited, especially in the freezer (x ice cube trays)
- Fire extinguisher – on top of refrigerator
- Microwave (on the small side)
- Dishwasher (dishwashing liquid supplied by church)
- Rolling cart. Usually a plastic container is filled with soap and water, placed on cart, and rolled to the applicable room to collect dirty dishes.
- 2 coffee makers. Coffee is provided by UUCS – may want to check that it's not running low. Creamer is also available.
- Cutting boards
- Salt and pepper shakers
- Sterno (comes in a 3-pack)
- Eating utensils, plates and glasses for approximately 5 dozen people.
- Serving platters and utensils
- Kitchen towels
- Food storage (e.g., plastic containers, foil). Limited – please supply your own as needed.
- Large bowls

Please Note: Regular Sunday morning goods may be used for UUCS events (such as coffee, coffee filters, napkins). Special goods such as plastic cups, paper plates must be purchased for the event. You are welcome to check the shelves behind the kitchen for any leftover stock from previous events and use those for your event. If you notice that the supply of something is running low when you are checking prior to your event, or due to use for your event (e.g., coffee, creamer), please let Hospitality know right away.

Storage Shelves next to Kitchen Area

Most items in labeled bins:

- Big Trash Bags
- Tall kitchen trash can liners
- White tablecloths (2 bins of these)
- Solid Tablecloths
- Paper & Plastic Plates
- Plastic Cutlery

Other items:

- Extra bathroom tissue and paper towels
- Vacuum
- Brooms

Please Note: If you are going to be needing tablecloths, please discuss/arrange with Hospitality prior to your event.

May want/need to provide:

- Cold cups and/or hot cups.
- Wine and/or beer glasses, if alcohol will be served
- Sterno warmers, if warming trays will be used
- Napkins
- Cooler with ice
- Plastic containers and/or bags for leftovers

Clean-up

If the kitchen is used for an event, please ensure the following is completed:

- Put dishes in dishwasher and/or hand wash dishes. Make sure to run the dishwasher if it is nearly full.
- Empty garbage in dumpster in back of the building.
- Turn off all coffee pots and unplug.

- Sweep floor.
- Turn off lights.

Refreshment/Serving Counter in Hospitality Hall
Counter area is approximately 6 ft. by 2 ft.

Kept on the counter:

- Teabags and sweeteners
- Coffee stirrers
- Plastic water dispenser (holds approx. 1 gallon). Ice cube trays for ice should be available from the freezer in the kitchen.
- Coffee server
- Water heater/dispenser

Above the counter on shelves:

- Mugs - holds approximately 28
- Glasses – holds approximately 36

In drawers/cabinets under counter (labeled):

- Forks & Knives
- Spoons & Serving Utensils
- Bags & Toothpicks
- Kids Cups – disposable 5 oz. cold cups in drawer (an ideal size for children)
- Snacks (not much is kept here and should be reserved for Sunday use)
- Small Plates & Bowls (limited supply is kept here)
- Napkins/Tea and Coffee Supplies

Please Note: If you notice that the supply of something is running low when you are checking prior to your event, or due to use during your event (e.g., coffee, creamer), please let Hospitality know right away.

Event Expenses

Photocopying

A reasonable amount of self-service photocopying for event purposes is fine. The amount of copying allowed, and if there will be a cost associated with larger quantities, is at the Administrator's discretion. Please discuss your copying needs with the Administrator in advance so that an agreement can be reached. If you wish to use other than white paper, please provide your own. If you need other than 8 ½ x 11 copies, you will need to make those at a different location.

Color copies cannot be made at the church office.

Food and Beverages

If your event involves food and/or beverages, you/your team will be responsible for supplying them. Will you provide the food/drink yourself, ask for donations of food/beverage, ask for monetary donations at the event to help cover the cost, or a combination of these options?

The church's dishes may be used for serving. If you are not familiar with the kitchen and what's available for food preparation and serving food, it is highly recommended that you spend the time to take a thorough look while planning your event to ensure that you will have what's needed. Be sure you have volunteers to clean up afterwards, and don't leave food or personal dishes behind. It's always helpful to ask for personal dishes and utensils to be labeled with a name.

Alcoholic Beverages

Alcohol may be served at UUCS events as long as there is no charge for it (i.e., it may not be sold). Asking for donations is allowed. Any leftover alcohol must either be stored in the wooden cabinet behind the minister's desk or removed from the premises. Using common sense when choosing to serve alcohol at an event is a must. Only adults ages 21 and over may be served and it should no longer be available 1 hour prior to the event ending.

Keep alcoholic and non-alcoholic beverages separate, serving them from separate tables if possible. Consider having a bartender to help the serving of alcohol go smoothly. Wine and beer glasses will need to be supplied. If possible, ask that beverages not be taken into the carpeted (Sanctuary) area. If red wine is consumed in the sanctuary, please check the carpet for spills/stains when cleaning up and treat the carpet with stain remover before leaving.

Childcare

There may be funds available to cover childcare costs. Contact the Director of RE to discuss the details regarding childcare well in advance of your event. There are certain requirements for providing childcare, including the number and age of childcare providers, and a limit for how many children may be in the nursery at a given time.

When contacting the DRE, request a copy of the Child Care Guidelines, read them and then discuss your needs with the DRE. This document covers:

- Safety Policy Highlights for Church Related Events
- Guidelines for Requesting Childcare

Expense Reimbursement

If your event is sponsored or tied to a group that has money allocated for in the operating budget, there may be funds available for reimbursement of expenses. Please contact the Finance Committee during event planning to find out if any funds are available and the process for reimbursement.

Fundraising for the Event

If you have determined that fundraising is necessary to be able to hold your event, prior approval will be needed from the Board of Trustees. Please keep in mind that UUCS members are passionate about many causes, but collectively we have to balance fundraising activities so they do not compete or overwhelm.

Potential Additional Expenses

Additional expenses that your event may incur:

- Paid advertising
- Name tags, decorations, special supplies/materials

Parking Information

Parking is available around the building. Depending on the day of the week and time, some of the spaces may not be available. Out of courtesy to other tenants, if having a big event during business hours, let them know about the event so they can indicate a few spots in front of their business to be reserved for their customers.

Four visitor parking signs are available, if applicable, that are placed into the ground.

Overflow parking opportunities will vary depending on the day and time of day of your event. The Ski Shop has agreed to have their lot used for parking on Sundays. A section of the fence between the lots has been removed so people can easily walk to our building. If the event does not fall within their business hours, overflow parking may be available there. If you predict that parking may be a problem for your event, consider having signs and/or volunteers to help people find parking. Consider including parking information when you publicize, if applicable (e.g., if your event has a website, include parking information there).

Promotion

Questions to Ask Yourself/Team

- Who are the people and what age groups do you intend to involve and/or serve?
- How many participants will you need to feel successful?

Accessibility

Always include information about accessibility (physical, economic, sensory, etc.) and contact information that invites people to call you to discuss any accessibility needs.

Event Promotion Ideas - Within UUCS

There are many opportunities to advertise your event within UUCS.

Publicity Opportunity	How	When
Monthly Newsletter (published the first of the month)	Send event name, date, time, contact information, location, explanatory blurb or PDF poster/flyer to newsletter@uusterling.org	15 th day of month, 2 months prior (e.g., August 15 th for first Friday in October)

Publicity Opportunity	How	When
UUCS Facebook Page	Go to facebook.com/UUSterling and click the Like button.	As applicable – about a month ahead of event and a few days before the event.
Illuminate Newsletter (emailed every Thursday)	Send event name, date, time and contact information and short blurb to administrator@uusterling.org	By Wednesday of the week prior to when it will run (8 days in advance)
Explore Newsletter (for events that target families)	Request that your event be included in this weekly e-news from UUCS RE. Explore is emailed to people who have requested to be included on the UUCS parents and families email list. Contact Re-director@uusterling.org	By Friday of the week prior to when it will run (8 days in advance)
Spoken Announcements during Sunday Services	<p>These are restricted to events that are congregation-wide (i.e., not small group gatherings). Most will be spoken by the Board Host. Please send a concise announcement to board@uusterling.org.</p> <p>Depending on the event, it may be appropriate to come up with a fun, creative, engaging announcement for a Sunday morning. Let the Board know that you wish to offer the announcement yourself or with a team and why you feel it is important to highlight your event in this manner.</p>	By Wednesday of the week of the service (4 days in advance).
Order of Service	Send event name, date, time and contact information to administrator@uusterling.org	By Wednesday noon of the week prior. Suggested to start this at least 3 Sundays before the event.
Order of Service Stuffer	Placing a stuffer in the Order of Service requires Board approval, as well as the stuffer itself. If you feel this is an effective way to promote your event, email board@uusterling.org with your request at least one month prior to the service for which you would like to include the stuffer.	Depends on the event, but typically a month prior to the event is effective.
Website Calendar (www.uusterling.org)	This is a list of events that displays on the right-hand side of all UUCS website pages. Send event name, date, time, and location to	A month prior to the event.

Publicity Opportunity	How	When
	<p>comm@uusterling.org</p> <p>If you have a flier available, send the pdf version of it as well and the Communications team will include a link to the flier via the event name.</p>	
<p>Website – Upcoming Events Calendar (Connect tab > Calendar selection > Upcoming Events link)</p>	<p>This is a shareable online Google calendar. Send the event name, date, time location and brief description to administrator@uusterling.org</p>	<p>At least two months before the event.</p>
<p>UUCS Families Facebook group (for events that target families)</p>	<p>Join the group. Go to facebook.com/groups/uusterlingfamilies and click the Join Group button. You will receive an email from Facebook that your request to join the group was approved by the group owner.</p>	<p>As applicable – about a month ahead of event and a few days before the event.</p>
<p>UUCS Parents e-mail (for events that target families)</p>	<p>Subscribe to uus-parents@yahoogroups.com</p>	<p>As applicable – about a month ahead of event and a few days before the event.</p>
<p>Handouts Before/After Service</p>	<p>Personal contact is often an excellent promotional strategy.</p> <p>Design an eye-catching postcard, flier, etc. and hand it out.</p> <p>Depending on the event, may want to consider a Save The Date handout, and then follow up with a handout with more information about the event.</p>	<p>Approximately one month prior to event.</p>
<p>Fliers/Posters</p>	<p>Post eye-catching fliers on the Events kiosk, bulletin board and 4 bathroom doors.</p> <p>The same fliers and posters can probably be used to advertise outside of UUCS. Check carefully to see if any revisions should be made first (e.g., adding address).</p>	<p>Approximately one month prior to event.</p>
<p>Email to UUCS Members and Friends</p>	<p>E-invites and publicity will be considered on an individual basis. If you feel that this would be appropriate for your event, please contact</p>	<p>Allow time for Board approval and receipt of</p>

Publicity Opportunity	How	When
	<p>the Board for approval at board@uusterling.org.</p> <p>Upon approval from the Board, the list of emails is requested from the Administrator at administrator@uusterling.org.</p>	<p>email list.</p>

Event Promotion Ideas - Outside of UUCS

Posters & Fliers – event sponsors responsible for creation and printing of promotional materials.

Outside Promotion Opportunity	Description	UUCS Event Example(s)
<p>Newspaper calendar sections, articles</p>	<p>Local newspapers have calendar sections that list events. Check the newspaper for information about how to submit an event for the calendar.</p> <p>Getting event information published in a newspaper can be tricky. Contact information is listed in the newspaper.</p>	
<p>Internet radio show</p>	<p>Main Street Universe, an internet radio show put on by Dan Michaels. Will announce an event at no charge. Go to blogtalkradio.com/daniel-michael</p>	<p>World Vegetarian Day Celebration</p>
<p>Event website</p>	<p>For larger events, a website may help advertise the event and provide additional information. Event planners are responsible for the design and costs associated with the website.</p>	<p>Jazz Poetry Slam : uucsjazzpoetryslam.net.</p>
<p>Website of participating/contributing organizations</p>	<p>If organizations outside of UUCS are involved, ask to have the event listed on their website and applicable links included (e.g., to our UUCS website uusterling.org).</p>	<p>Mosaic Harmony Concert was listed on the Mosaic Harmony website (mosaicharmony.org)</p> <p>World Vegetarian Day Celebration, listed on The Randy</p>

Outside Promotion Opportunity	Description	UUCS Event Example(s)
		Radish (http://therandyradish.com/) and Loudoun Veg (http://www.loudounveg.org/) websites.
Online calendars	<p>Patches (e.g., ashburnpatch.org) are an online website that provides local news, calendars plus much more. It is free to add events to the calendar. Consider listing your event in the Leesburg, Sterling, Ashburn and Herndon Patches.</p> <p>Many newspapers have on-line calendars. Search for their websites and submit event information as instructed.</p>	Mosaic Harmony Concert, World Vegetarian Day. For an example, see the Mosaic Harmony listing at the back of this guide.
Online	<p>The Patch websites have different Boards (e.g., Town Square, Speak Out) to which you can post Save The Date, Don't Miss and other creative announcements about your event.</p> <p>Search for websites/organizations that tie in to your event and request that they add a link to your flier, website, etc.</p>	
Press Release	Typically there is no charge associated with press releases. Go to the publication's website for their submission guidelines. The Communications Team may be able to help with this.	Jazz Poetry Slam. For an example, see the press release at the back of this guide.
Related Organizations and Groups	Depending on the topic, contact groups that may have interested members. This could be colleges and universities (e.g., post fliers, contact Student Services Offices), churches, Toastmasters, High	

Outside Promotion Opportunity	Description	UUCS Event Example(s)
	School Drama Clubs, etc.	
Public Service Announcements	Typically there is no charge associated with public service announcements. Go to the publication’s website for their submission guidelines. The Communications Team may be able to help with this.	Jazz Poetry Slam.

Promotion Guidelines

All promotional materials should include:

- Age Group for which the event is appropriate (if it is not family it should be clearly stated)
- Accessibility (e.g, handicap accessible, hearing impaired)
- Cost, if applicable
- Always double check the following for accuracy: address (22135 Davis Drive, Suite #104, Sterling, VA 20164), date(s) and time!
- UUCS website address (uusterling.org)
- Childcare availability, if applicable
- Participating/supporting groups, organizations, etc.

Volunteers

Best Practices for Securing Volunteers

Finding enthusiastic and dedicated volunteers can make the difference between a successful event planning and a less positive experience.

- Talk your event planning up among the newest members of the church, your church friends, and groups with whom you associate.
- UUCS Website (uusterling.org): Participate Tab, Service Opportunities (submit to the Communications Team)
- Many UUCS opportunities – see the Internal UUCS Promotional Opportunities for ideas
- The most recent directory of UUCS members and friends is available in electronic copy from the Administrator. It is intended for internal church members and friends use only.
- The leadership committee may have information about people who have expressed interests that may be a match with your planned event. They conduct interviews with new members.

Suggested Volunteer Task List

To ensure that your event goes smoothly, having enough volunteers and being clear about who's doing what is important. At the minimum, you should plan for:

- Design work – fliers, postcards, posters, program/handouts at event, etc.
- Publicity – write the text, hang fliers, submit online, submit via email, etc.
- Run equipment, if applicable
- Set Up – at least 3 recommended. Time required depends on complexity of set up. Min. of half hour recommended.
- Clean Up at least 3 recommended. Time required depends on complexity of set up. Min. of half hour recommended.

Meetings

It can be difficult to hold meetings when all team members can attend, especially if there are quite a few people involved:

- Conference Calls
- Google Hangout (<https://www.google.com/tools/dlpage/hangoutplugin>) Allows video. Participants need to download a plug-in and then are invited to join by being sent an invitation through the service.

After the Event

Facility Clean-Up Checklist

- Clean kitchen, if used (dishes in dishwasher and/or hand wash dishes, start dishwasher if it is nearly full, make sure coffee pots are all unplugged)
- Put away any church equipment used to its proper storage place (e.g, laptop)
- Clean tables.
- Put away tables and chairs.
- Sweep floor.
- Empty garbage in dumpster in back of the building.
- Walk through rooms used during the event as a final check that all is in ship shape.
- Turn off lights.
- Lock building when you leave.

Complete the Post UUCS Event Summary

Within a week or two following your event, please complete the Post UUCS Event Summary. Please send a soft copy to the Administrator for archiving.

Additional Logistics

Collecting Money

If your event involved collecting money (admission fees, donations, etc.), contact the treasurer prior to the event to ensure that you follow the correct procedure for collecting and depositing the money. You will be

provided with a form and will be asked to record the amount collected (should be counted by two people) and a deposit envelope. Arrange with the treasurer when the money will be handed off.

Tables and Chairs

If your event will require tables and/or chairs, consider the following:

- Decide ahead of time how they should be arranged.
- There are approximately 8 tables of various sizes, and 175 chairs available.
- Consider if you need tables for greeters, guest book, registration, literature, etc.
- Is any type of table cover and/or decoration needed?

Extension Cords & Outlets

Determine ahead of time how many outlets will be needed and if the cord(s) will reach. It's best to look at the space to verify the location of outlets and determine if extension cord(s) is/are needed.

Permission Slips/Waivers

Depending on event activities, consider if any type of permission slips or waivers are needed (e.g., parental permission for minors to participate).

Sample Event Press Release

Contact:
Reverend Anya Sammler-
Michael, Minister
Unitarian Universalist
Congregation of Sterling

22135 Davis Drive, Suite 104-105
Sterling, VA 20164
www.uusterling.org



Press Release

“Stand Your Ground”

3rd ever Jazz Poetry Slam at Unitarian Universalist Congregation of Sterling

Sterling, VA. – (7:00pm, Friday October 25th, 2013) – As part of its commitment to “Build the World We Dream About”, the Journey Towards Wholeness Team at the Unitarian Universalist Congregation of Sterling host the 3rd ever Jazz Poetry Slam themed “Stand Your Ground.” Poets will be offered 3-5 minutes to recite their poem over light jazz.

Co-hosted by Regie Cabico and Sarah D. Lawson. Regie is one of the country's leading innovators and pioneers of the poetry slam having won 3 top prizes in National Slams. Bust Magazine ranked him in the 100 Men We Love & The Kenyon Review called him the Lady Gaga of Poetry. Sarah is the founder and slam master of the Beltway Poetry Slam, DC's premier poetry slam. Jazz provided by George Mason University School of Music students. Prizes will be awarded to the winning poets - in both the youth and adult categories. A Cash wine bar, decadent snacks, and available childcare round out the evening.

Spoken Word Artists, Muses, Rappers, Students, Student Groups, Actors, Toastmasters and Activists are encouraged to participate. Lovers of poetry and justice are encouraged to attend. A registration donation of \$15 will be requested from all speakers. Doors open at 6:15 for registration. An admission donation of \$5 will be requested from all attendees. Location - 22135 Davis Drive, Sterling VA. Please visit <http://www.uucsiazzpoetryslam.net/> for more information.

About Us

The Unitarian Universalist Congregation of Sterling (UUCS) is building the world we dream about, where all souls thrive in a diverse and loving community, acting daily on our commitment to justice.

The Journey Toward Wholeness Transformation Team at UUCS is interested in facilitating a conversation about institutional racism. Our mantra is simply to listen and hear. Our goal is to respond to injury and injustice with compassion.

This church is affiliated with the [Unitarian Universalist Association of Congregations](#), headquartered in Boston, Massachusetts, and the [Joseph Priestley District](#). Unitarian Universalist churches are self-governing and self-sustaining, and all church functions are carried out in a democratic way. We are a [Welcoming Congregation](#).

For Release September 15th 2013

Sample Event Patch Calendar Listing

Events | Arts & Entertainment, Religious & Charitable

Mosaic Harmony Concert

Posted by Sonya Connors , September 29, 2013 at 01:17 PM



More ▾

🕒 Saturday, November 2, 2013, 3:00 PM [Add to calendar](#)

📍 UUCS, 22135 Davis Drive, Suite #104, Sterling, VA 20164 [See map](#)

💰 Free

👤 Family



A Not-To-Be-Missed Concert!

Mosaic Harmony gospel choir will be performing a free, family friendly, inspirational concert. They are a Washington Metropolitan area community choir, providing "Service through Song," singing inspirational music based on the gospel tradition.

Mosaic Harmony:

- Seeks to promote interfaith, interracial harmony through their performances.
- Welcomes singers and audiences of different faiths, races, and cultures.
- Lifts spirits, stirs souls, and energizes audiences wherever they perform!

For more information about the choir, visit www.mosaicharmony.org

There will be a free-will offering in lieu of ticket sales.

The concert is being sponsored by the Unitarian Universalist Congregation of Sterling (UUCS). www.uusterling.org

UUCS Event Form - Please complete and turn in to the Administrator.

Today's Date: _____

Event Name: _____

Sponsoring Committee/Group, if applicable: _____

Mission/Goal of Event (e.g., this event hopes to provide . . .): (If already written up, you may attach it to this form)

Brief Vision of Event: (e.g., this event will be . . .): (If already written up, you may attach it to this form)

Main Contact Name: _____

Main Contact Phone: (home) _____ (cell) _____

Secondary Contact Name: _____ Secondary Contact Phone: _____

Space Requested: _____

Do you need different arrangements or spaces for different parts of the event? **Yes No** If yes, please explain:

Proposed Event Date(s): _____ Start Time and End Time: From _____ to _____

Requested Date(s) and Time(s) access to space requested to set up for event:

Setup Date(s) & Times(s): _____

Approximate amount of time to clean up after the event (e.g., 1 hour): _____

Will you be using the kitchen area? **Yes No**

Will you be providing childcare? **Yes No**

Will you need a key to the building? **Yes No** If yes, arrangements need to be made with the Administrator to check out a key.

What is the agenda/program for your event? (If already written up, you may attach it to this form.)

Thank you! Please give/mail/email this completed form to the UUCS Administrator.

administrator@uusterling.org

UUCS
Attn: Administrator
22135 Davis Drive, Ste. 104
Sterling, VA 20164

702.406.3068

Post UUCS Event Summary

Name of Event: _____ Date & Time of Event: _____

Contact Name: _____ Contact Email: _____

Number of Attendees: _____

What aspects of the event went well?

What aspects (if any) of the event did not go smoothly?

How did this event further the vision of UUCS?

What, if anything, would you change or do differently next time?

If you had to pass this project on to someone else, what guidelines would you provide to him/her? Please attach any documents that you consider necessary such as job assignments, finances, planning documentation, best places to purchase items for this event, tips, etc..

How much time did it take you, and volunteers, to put his event on?

Do you plan to host this event again next year? _____

In your wildest dreams, what would you like to see this event look like in the future? Or, is it perfect just the way it is?

Thank you! Please give/mail/email this completed form to the UUCS Administrator. administrator@uusterling.org UUCS, Attn: Administrator, 22135 Davis Drive, Ste. 104, Sterling, VA 20164