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| **EVENT PURPOSE** *What is the meeting/event that you are proposing and what is the purpose?* |
| **Ministry:** Young Adult Ministry | **Point of Contact:** Tye Tribbet |
| **Event Title:** How to Survive Adulting with God | **Expected Attendance:** 100 |
| **Target Audience:** *(children, Seniors, etc):*Young Adults ages 21 - 35 |
| **Meeting/Event Description** *(Purpose, Who, What, When, Why):*With increasing student loan debt, high-levels of under-employment, and a flood of media imagery, research shows that young adults are exhausted and hopeless about their futures. This is a spiritual guidance workshop to assist young adults with developing faith-based coping skills as they transition into adulthood in the 21st Century.  |
| **EVENT MEETING DETAILS** *What is the time/date, of this meeting/event? Is there a fee? Will you need marketing support?*  |
| **Event Date:** August 14, 2019 | **Is this a one-time or recurring meeting/event?** *If recurring, please list details below.* **[x]  One-Time [ ]  Recurring** |
| **Event Start Time:** 12:00pm | **Event End Time:** 2:00pm | **[ ]  Daily** | **[ ]  Weekly:**       |
| **Setup Time:** 10:00am | **Breakdown Time:** 3:00pm | **[ ]  Monthly: *Every***       |
| **Is event ticketed or requires registration? [x]** Yes **[x]** No | **Will you need any marketing or promotional needs for the event/program? *Graphic design and/or external promotions requests must be submitted at least 45 days prior to the event date.* [x]**  Yes **[ ]** No |
| **Registration Period:** July 14 - August 14, 2019 |
| **Registration Methods: [x]** Online **[x]** On-Site | **[ ]** Banner *(indoor)* | **[x]** E-blast *(external)* | **[ ]** Church Bulletin |
| **Cost per Registrant/Ticket: $**FREE | **[ ]** Banner *(outdoor)* | **[x]**  Webpage  | **[ ]** Text Message |
| **Maximum # of Registrants/Tickets:** 200 | **[x]** Flyer/Postcard | **[ ]**  Newspaper | **[x]**  Video |
| **Promotion Launch Date:** July 14, 2019 |
| **EVENT LOCATION** *Where is this meeting located and which spaces will you need to use?* |
| **If the event is happening at Gethsemane UMC, please select the room or location that you would the property of the proposed event/program and the desired space to be used.** *Please select all that apply.* |
| **[ ]** Sanctuary | **[x]** Fellowship Hall | **[ ]** Penrod Chapel | **[ ]**  Basketball Court | **[ ]** Narthex/Lobby | [ ]  Classrooms |
| **[ ]**  Dance Room | **[ ]**  Youth Room | **[ ]** Library  | **[ ]**  Parking Lot | **[x]** Kitchen | **[ ]** Nursery |
| **If the event/program is sponsored by Gethsemane UMC, but happening on a non-Gethsemane property, please identify the type, name, and address of the facility.**  |
| **Type of Facility** | **[ ]**  Arena/Stadium | **[ ]** Member Home | **[ ]**  Other Church | **[ ]**  Park |
| **[ ]**  Retreat/Camp | **[ ]** Restaurant | **[ ]** Convention Center/Hotel |
| **Facility Information** | **Name of Facility:**       | **Facility Contact**:       |
| **Contact Phone:**       | **Contact Email:**       |
| **Address:**       |
| **Contract Needed for Venue? [ ]** Yes **[ ]**  No*Please attach copy of contract, if applicable.* | **Contract Submission Deadline:**       |
| **EVENT RESOURCES** *What church resources will you need for the day of this meeting/event?* |
| **Check all the materials that are needed for the event/meeting. Specify quantities to the right.** |
| **[x]**  Tables 10 | **[ ]** CD Player/Radio       | **[x]** Laptop 1 | **[ ]**  Easels       | **[ ]** Podium       |
| **[x]**  Chairs 50 | **[x]** Projector/Screen 1 | **[x]** Speakers 2 | **[x]** Microphone 4 | **[ ]** Other Stool |

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| **MINISTRY COLLABORATION** *Which ministries are supporting your ministry in the planning and execution of the event?* |
| **ADMINISTRATION** | **OUTREACH** |
| **[ ]**  Lay Leadership & Development | **[x]** Communications | **[ ]**  Community Volunteer | **[ ]** Missions  |
| **[x]**  Audio/Visual | **[ ]** Lay Servants | **[ ]**  Food Pantry | **[ ]** Prison Ministry |
| **[ ]**  Evangelists | **[ ]** Staff/Parish Relations | **[ ]** Health & Welfare | **[ ]** Samaritan Ministry |
| **[ ]** Finance Committee | **[ ]** Trustees | **[ ]**  Hospitality Ministry |
| **NURTURE** | **WITNESS** |
| **[x]**  Adult Ministry | **[ ]**  United Methodist Men | **[ ]** Acolytes | **[ ]** Native American Ministry |
| **[ ]**  Children’s Ministry | **[ ]**  United Methodist Women | **[ ]**  Church & Society | **[x]** Peace Advocate |
| **[x]** Christian Education | **[ ]** Yesterday’s Children | **[ ]** Communion Stewards | **[ ]** Religion & Race |
| **[ ]**  Membership Committee | **[x]**  Young Adult Ministry | **[ ]** Evangelism | **[ ]** Status & Role of Women |
| **[ ]**  Parish Ministry | **[ ]** Youth Ministry | **[ ]**  Higher Education & Campus Ministries |
| **WORSHIP** |
| **[ ]**  Ushers | **[ ]** Inspirational Sounds of Joy | **[ ]** Liturgical Dance | **[ ]** Worship Design Team |
| **[ ]** Voices of Gethsemane | **[x]**  The Ensemble | **[ ]** Drama Ministry | **[ ]**  Chancel Choir |
| **[ ]** Crusaders for Christ | **[ ]**  Garden of Gethsemane | **[ ]**  Communion Stewards/Acolytes |
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| **EVENT BUDGET** *Break down the total cost by identifying each individual category and the amount* |
| **Category** | **Amount** |  |
| Administrative Expenses (office supplies, copy/print worksheets) | **$**10.00 |
| Audio/Visual/Decorations (a/v equipment, stage rentals, flowers, ) | **$**0.00 |
| Entertainment (musican fees, honorarium, speaker fees, moonbounce etc) | **$**0.00 |
| Food & Catering | **$**300.00 |
| Marketing & Promotion (print/design flyers, paid advertisement) | **$**90.00 |
| Training  | **$**0.00 |
| Travel & Accommodations (ground transportation, lodging, meals) | **$**0.00 |
| Venue Costs (venue rental, security deposit) | **$**0.00 |
| Other Gifts | **$**100.00 |
| **What is the total cost of the entire event?** | **$**500.00 |
| **Are there any sponsors, donations, or grants (in-kind or financial) being used for the event or program? If so, please attach a list the sponsors, their contribution, and what they are asking for in return.**  | **Total donations$**400.00 |

Comments:

Approved by Rev. Ronald Triplett

Approved by Ministry Area Chair