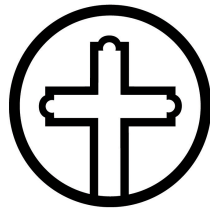


# TRIETSCH INTERNAL EVENT REGISTRATION



TRIETSCH  
MEMORIAL UNITED  
METHODIST CHURCH

Event Name

Room(s) Requested

Date Request Submitted

Event Date Start

Event Date End

Start Time

End Time

Set Up Time

Clean Up Time

Day of Week

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Event is:

One-Time

Weekly

Bi-Weekly

Monthly

Bi-Monthly

Other

*If any part of this request changes, please notify the church office as soon as possible.*

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## CONTACT INFORMATION

Contact Person

E-mail

Phone

Cell Phone

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# EVENT NEEDS

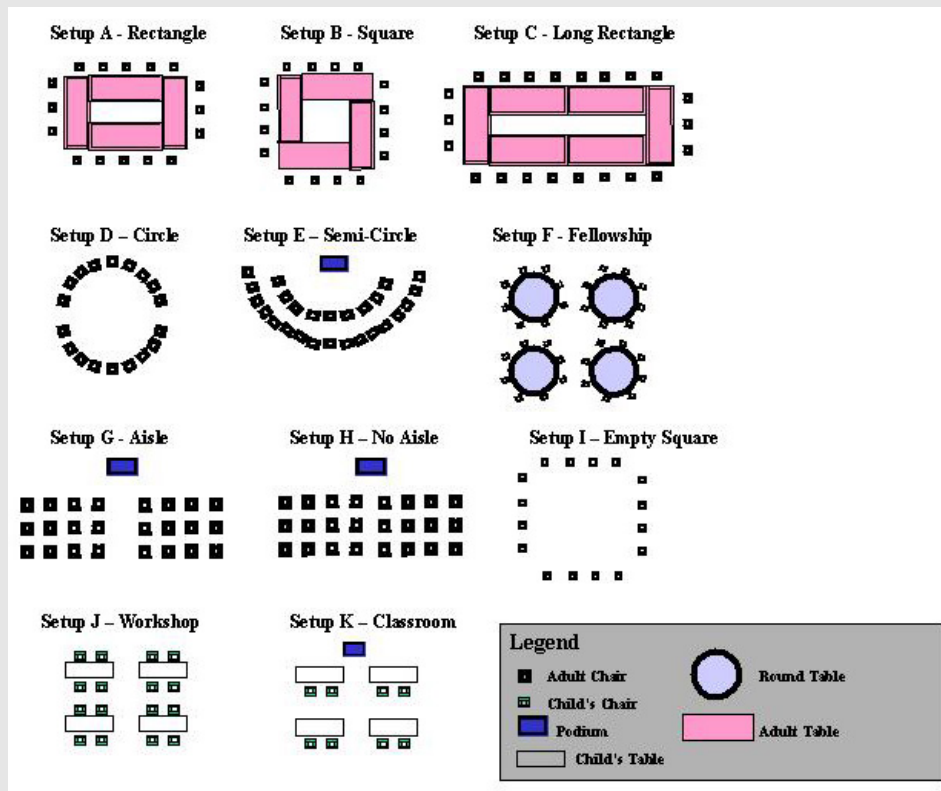
Will you need any of the following equipment?

- |                    |                 |
|--------------------|-----------------|
| Tables             | Chairs          |
| Podium             | Dry Erase Board |
| Pad on Easel       | Screen          |
| Overhead Projector | TV/VCR/DVD      |

How many tables?

How many chairs?

Choose set-up you need and additional details needed to help set up (as shown below)



*If you need a specific room arrangement, please attach drawing to this form or email [jeanetteg@tmumc.org](mailto:jeanetteg@tmumc.org).*



## CHILDCARE NEEDS

Please note that completing this request form does not guarantee childcare for an event. Individuals must reserve at [childcare@tmumc.org](mailto:childcare@tmumc.org) at least 48 hours before event.

**Childcare Requested**

**How many children are expected?**

No

Yes

\*\*\*I understand that if individual participants in this event do not make a childcare reservation at least 48 hours prior to event, childcare will not be provided. The purpose of this section is to alert the Childcare Coordinator that childcare has been offered for event. Individuals are responsible for canceling their reservations if a child becomes ill or will not be present.

**Please cancel childcare request if event is canceled.**

Childcare questions to Stephanie Pippett at [stephaniep@tmumc.org](mailto:stephaniep@tmumc.org).

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## MEDIA/SOUND NEEDS

- 1) A media representative will contact you if additional information is needed.
- 2) Technician availability is not guaranteed. Please make sure you have a volunteer or yourself available for training to operate our equipment.
- 3) Contact John Hames at [johnh@tmumc.org](mailto:johnh@tmumc.org) with any questions.

**Audio or Video**

**Description of audio needs** (# of mics, etc.)

**Description of video needs** (Projector, slides, etc.)

Audio

Video

## HELPFUL TIPS

- > The church uses ProPresenter in the FLC, Ministry Center, and Main Sanctuary.
- > PowerPoint slides will work in the FLC, Ministry Center, and Main Sanctuary.
- > The best video format for ProPresenter is .MOV but it will also play .MP4.
- > Provide digital info on a USB Flash Drive to the Media Department.  
Contact [johnh@tmumc.org](mailto:johnh@tmumc.org) or [amyp@tmumc.org](mailto:amyp@tmumc.org).

**Rehearsal**

**Rehearsal Date**

**Rehearsal Time**

Yes

No

**Additional Info**

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## PUBLICITY/COMMUNICATIONS REQUEST

### INTERNAL TRIETSCH EVENTS ONLY

The Communications Team is charged with determining the most effective means of communicating your event based on many factors and the larger church picture and has final say on where events and information will be published. Event information is used to create various publicity materials. Publicity is not automatic and is subject to availability and other events. Download the complete Communications Guidelines Guide at [tmumc.org/templates](http://tmumc.org/templates).

#### PUBLICITY IS FOR TRIETSCH EVENTS ONLY

**Ministry Supervisor  
Approval (Must be approved)**

**Please list contact  
name and details to be  
used in publicity**

**Please provide as  
much information  
regarding your event  
as possible** (this info  
will be used for publicity,  
so please be complete  
and check spelling)

**If a fundraiser, what  
will the money be used  
for?** (If so, please  
complete the fundraiser  
portion of this form).

**Do people need to register or buy tickets?**

Yes

No

**If yes, how and where** (provide web link)

Please indicate any special requests (logo, design, tickets, special signage, etc.)

Is there a specific due date for special requested items?

---

Do you need a table(s) on Sunday?

Yes  
NO

Dates table needed

**PLEASE NOTE:**

- A sign will be placed on assigned table.
- Flyers will be provided unless otherwise informed you need to provide flyers.
- Templates available at [tmumc.org/templates](http://tmumc.org/templates).
- Please do not move your table.
- Space is limited. You will be contacted if not available.
- In most cases, tables are limited to three weeks.
- You are responsible for manning table(s) on Sunday. Please do not have table with just flyers.
- Please do not approach people right as they leave the Sanctuary - let them come to your table.

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**IMPORTANT INFO ABOUT YOUR REQUEST**

- If information changes, notify Communications immediately.
- Be aware of deadlines listed below.
- All promo materials MUST be coordinated with Communications.
- Download the complete Communications Guidelines Guide at [tmumc.org/templates](http://tmumc.org/templates).
- Flyer templates available at [tmumc.org/templates](http://tmumc.org/templates) if Communications is unable to provide.
- Publicity venues decided by Communications and subject to availability and other events.

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**DEADLINES**

- Bulletin & eNews - 4 weeks prior to event
- Website, Social Media, & Video Loop - 6 weeks prior to event
- Flyers, Posters, Programs, Videos & Tickets - 6 weeks prior to event



# FUNDRAISING APPROVAL

**PURPOSE:** Fundraising for Trietsch is defined as the exchange of monies for goods or services for approved purposes and is not intended to take the place of donations and/or offerings.

**RESPONSIBILITY:** It is the responsibility of the Finance Committee to approve a fundraising project. The fundraising group must bring a request before the Committee via the Director of Finance or Church Business Administrator.

## **GUIDELINES:**

1. A fundraising project cannot conflict with the Childcare Center hours or space.
2. A fundraising project must be confined to the Connection Center unless otherwise approved.
3. The fundraising project must be for a specific purpose and for church ministries or organizations supported by Trietsch ministries.
4. If the church is open to the public, specific provisions must be made for security.
5. Detailed financial records must be kept and turned in to the Director of Finance.
6. A representative of the organization or chairperson of fundraising project needs to be identified.
7. Only one fundraising event at a time for a specific amount of time unless otherwise approved.
8. Examples of fundraising activities include selling tickets (meals, plays, etc.), selling services or items (crafts).
9. Examples of other organization fundraising include: Seeds of Hope, CCA, Methodist Children's Home, public or private school fundraising activities, etc. These examples of fundraising opportunities do not imply automatic approval or disapproval by the Committee.

I have read and agree to all the guidelines of fundraising at Trietsch Memorial UMC.  
I understand that agreement does not imply automatic approval of my request.

Agree

Disagree

## **TARGET GROUP OF FUNDRAISER**

## **EXPLAIN EVENT OR PROJECT**

## **EXPLAIN PURPOSE OF FUNDRAISER**

## **NAME OF RECORD KEEPER & CONTACT INFO**

## **EXPLAIN SECURITY IF APPLICABLE**

Contact Director of Finance at [finance@tmumc.org](mailto:finance@tmumc.org) with any questions.