**Meeting and Event Planning Checklist**

***Calendar:***

* Contact Office Manager to schedule the meeting/event time.
* Schedule all additional rooms needed. Remember to include beginning/end times and remember to include time needed for setup and breakdown.
* If needed, compete a Facility Reservation form.
* Coordinate with Office Mgr the scheduling of AV technicians, if needed.
* Coordinate with Office Mgr the scheduling of the custodian, if extra assistance is needed.

***Planning for Set-Up and Break-Down:***

* Obtain a church key, if access is needed outside normal office hours. Please do not wait until the last minute to request a key.
* Set up tables and chairs, if needed.
* Clean all tables at the conclusion of the event.
* Put all table cloths in the washing machine.
* Break down and put away all tables and chairs.
* Take out all trash...this must go out to the dumpster. No trash from your event should remain in the building.
* Return the Fellowship Hall to its “Sunday” layout. A diagram of how this looks is posted on the wall.

***Is a vehicle needed for transportation?***

* Ministry team leader has reserved the bus and arranged for their drivers.
* Driver has contacted Trustees for vehicle walk-through. (*Due to a change in policy regarding vehicle drivers, everyone who will drive in the future must be approved by Seaside Trustees/Office prior to driving. Please plan well in advance).*

***Ticket/Merchandise Sale:***

Sunday morning sales, sign-ups, etc. are limited to the Fellowship Hall. Christian Formation materials, devotionals, etc. are the only exception to this.

Please refer to the diagram provided for designated areas in the Fellowship Hall.

If you group collects money (for any reason), you must complete a Fund-Raising Request Form. These can be found on the website at seasideumc.org.