

South West District Event Checklist

Room Needs

- Sanctuary
- Lunch room
- Breakout room(s)?

AV Support

- Video capability; large screen
- Pulpit/Podium
- Foot stool for Mary
- Microphone

Music

- song leader _____
- piano

Registration

- Two 8' tables/chairs
- Name tags
- 2 volunteers to register participants

Food (\$8 per registrant for lunch)

- continental breakfast (coffee, water, juice)
- plans for hot or cold lunch, dessert, and beverages; gluten free options
- serving 'system'; table settings
- favors?

Hostesses

- identification of (shirts, scarves,)
- parking 'directors' as necessary

Program Resource Tables

- two 8' tables
- located by an outlet
- location: _____

Child Care if Needed

- child care room
- attendants; minimum of two; one certified

People to Engage and Thank

- pastor (for welcome; communion in the afternoon?) _____
- Unit Representative (President) for Welcome/Instructions _____
- AV support technician for the day _____
- Custodian _____
- Music (song leader, pianist) _____
- Child Care helpers if needed _____
- Other _____

Does the church carry insurance in the event of accident or injury?

- Yes
- No

The District will reimburse:

- Custodian: \$50
- Organist, song leader, AV technician: \$25 (half day) \$50 (full day)
- Special music/entertainment other than United Methodist Women: \$50 plus mileage
- Childcare attendants: \$10/hour (or a minimum of \$10 if no children attend)
- Local Unit: \$25 Gift to Mission

If any are members of the District or local Unit, the individual will receive a \$25 Gift to Mission card

Call Pamela Freeland with any questions or for any assistance: 701-361-7973

Flyer Information

Church Name:

Church Address:

Any special instructions (directions; parking)

Unit Treasurer to send reservation form and check:

Registration deadline: