

**FIRST UNITED METHODIST CHURCH**  
**Program / Event Planning Worksheet**  
*(This form is available on the Church's website @ [www.fcfumc.net/forms/](http://www.fcfumc.net/forms/) )*

DESCRIPTION:

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COST: \$ \_\_\_\_\_ BUDGETED?:  YES  NO

IF NOT BUDGETED, HOW WILL EVENT BE PAID FOR?

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CHAIRPERSON/S: \_\_\_\_\_

ESTIMATED PARTICIPATION: \_\_\_\_\_

SCHEDULE:

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ - \_\_\_\_\_ LOCATION: \_\_\_\_\_

\_\_\_\_\_ From To

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

FOLLOW-UP COMMENTS:

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FORMS NEEDED:

- Application for Building Use
- Service / Equipment Request
- Kitchen Use (if applicable)
- Off-site Event

Submit all applicable forms to the Church office 30 days prior to date of program / event. Forms are available on the Church website ([www.fcfumc.net/forms/](http://www.fcfumc.net/forms/)) or at the office.