

# Room Reservation & Promotion Request

TODAY'S DATE

WINDCREST UNITED METHODIST CHURCH

EVENT NAME *as you would like it publicized*

EVENT DATE

*recurring events leave blank*

*office use only*

START TIME

END TIME

ROOM REQUESTED

ROOM ASSIGNED

If childcare is needed for an event, please complete the Childcare Request Form, located in the forms box in the Church Office, and return to Dawn Crews.

## CHECK the items you will need

- Chairs
- Tables
- Card Tables
- TV/DVD
- Lectern
- Screen
- Overhead
- Sound Tech

*office use only*  
Fee assessed? Y N

- Multimedia Tech

*office use only*  
Fee assessed? Y N

- Custodian

*office use only*  
Fee assessed? Y N

## CHURCH USE ONLY

- Name Tags
- Easel
- Coffee
- Napkins
- Cups
- Plates
- Forks
- Spoons
- Table Covers
- Key(s)

*office use only*  
 Key Covenant

## RECURRING EVENTS ONLY

This event will occur  WEEKLY on  
*Please circle*

M Tu W Th F Sa Su

MONTHLY on the  
*Please circle*

1st 2nd 3rd 4th last

M Tu W Th F Sa Su

This event will occur from

BEGINNING DATE

to

ENDING DATE

## ROOM SET-UP draw a diagram of the set-up that best suits your needs

ESTIMATE your set-up time

START TIME

END TIME

*office use only*

- Maintenance
- Childcare
- Calendar

YOUR NAME

PHONE NUMBER

MINISTRY AREA *if applicable*

EMAIL ADDRESS

**INREACH internal promotion**

Bayless Hall TV Screen  
 E-mail Blast

**OUTREACH external promotion**

Connection/Bulletin Announcement  
run from \_\_\_\_\_ to \_\_\_\_\_

Facebook Event  Boost Event \$\_\_\_\_\_  
 Facebook/Instagram  
 Registration Form (without payment)  
 Registration Form (with payment)  
 Website

OPT OUT

Bayless Hall TV Screen  
 E-mail Blast  
 Monthly Newsletter  
emails  
 Bayless Hall  
 Note in bulletin or line in  
calendar  
 Facebook, Instagram and/or included  
in weekly email blast  
 Website

Email article to be posted to:

Lisa Scott - l.scott@windcrestumc.org and Marcy Williams - m.williams@windcrestumc.org

HOW (*should the reader respond or what course of action should take place? (i.e. registration, payment, where to purchase tickets)*)

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POINT OF CONTACT FOR EVENT (*name, email address and phone number*)

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WUMC Mission Statement

To make new disciples of Jesus Christ for the transformation of the World.