

Shawnee Mission Unitarian Universalist Church

New Events Policy & Application

This policy is for member-sponsored single events and first-time events held by current church groups. All members and friends who wish to host an event at Shawnee Mission Unitarian Universalist Church that will be in the name of the church must submit an application.

All events must reflect:

- The mission and values of our church
- The values reflected in our denominational Principles
- The short and long term goals of the church

In addition to the above, all events will be evaluated by impact on the church budget, staff, facilities and other considerations.

If the event is primarily a fundraising event, it will need to conform to the fundraising policy.

Process for Approval

1. A Church Member or Friend completes this application.
2. The application is reviewed. For new social justice groups and programs, it goes to the Social Justice Council ([Adam Wathan](#), chair). For all other programs, groups and lay ministries, it goes to the Church Life Team ([Vickie Trott](#), chair).
3. If the application is approved, the new event can go forward.
4. If the application needs further review, either because of uncertainty about compliance to this policy, or because it will have a financial impact outside of the current approved church budget, it will be reviewed by the Board.
5. If the new event has an impact upon staff, that staff member's supervisor must approve.
6. If the application is denied by the Social Justice Council or the Church Life Team, the applicant may request a review by the Board.

TO BE COMPLETED BY EVENT ORGANIZER

A. Describe the event:

1. Name and brief description of the event
2. Date and time of the event
Please consult the church calendar found on the website to make sure your requested date is available.

B. Describe the event leadership:

1. List three Member* or Friend** event organizer names.
2. List any others who will help organize this event.
3. Will you need staff to help at this event? If so, please describe.
Staff may be used to help at events, but staff participation must be approved by the staff member's supervisor. If the event will use hourly staff outside of normal staff hours, the cost of additional hourly wages will be paid by the event organizers.

C. Is this a single event?

1. If so, who is the audience?
Who do you anticipate this event will appeal to? How will the event promote the mission, vision and goals of the church?
2. How will the event be evaluated?
How will you know if this event has been successful or not? Do you have attendance goals?

D. Is this a first-time event that you anticipate may repeat in the future?

1. If yes, please describe

Does this event have the potential of becoming a part of the church's program calendar?

2. How will the first event be evaluated?

How will you know if this event has been successful or not? Do you have attendance goals?

E. Describe any church resources needed:

1. What resources are needed from the church for your event? Please describe.

Example: Will the church need to provide paper goods or other supplies?

(Events may use limited church supplies on hand with approval.)

2. What room(s) do you wish to use?

Please check the church calendar on the website.

3. Will you need audio or visual equipment? Will you need staff support with this?

Staff can set up a projector for a laptop and/or a big screen TV, but they do not operate the equipment. Event organizers need to provide their own laptops.

4. Will child care be needed? If so, how will it be paid for?

Please contact the RE Director to discuss childcare needs.

F. Set Up, Clean Up and Facilities

1. Who will lock and unlock the building?

Staff can provide access information to the church.

2. Will you need church furniture (tables, chairs, etc.) to be moved or rearranged for this event? Please describe.

The church owns tables (round and rectangular) and folding and padded chairs which may be used for events.

3. Does the church have adequate parking for this event?

The church lot can accommodate 171 parked cars.

4. Who will set up for the event?

Please list names.

5. Who will clean up for the event?

Please list names. (Recycling and composting is encouraged by the church.)

6. Will you need staff to help with set up? If so, please describe.

7. Will you need staff to help with clean up? If so, please describe.

G. Describe the event income and expenses:

1. Do you anticipate any upfront costs to the church? If so, please describe.

If upfront costs are expected from the church, Board approval is required.

2. Will there be a charge for the event? If so, how much?

3. Will scholarships be offered? How will these be managed?

How will participants learn about the scholarship? How will they ask for a scholarship? On what basis will scholarships be approved?

4. How will money be securely handled?

The church has lock boxes that may be used during events. Cash may be securely left after events by using the mounted lock box outside of the office on the west wall.

5. Do you anticipate revenue to the church from the event? If so, how much?

If this is primarily a fundraising event, it must conform to the Fundraising Policy. (ADD LINK)

6. Do you anticipate a need for cash to make change? If so, will the church be asked to provide this? How much will be needed?

The church may provide cash to be used for change in events.

H. Describe your communication and marketing plans:

1. Do you anticipate the need for additional signage on the church property for this event?

Additional signage must conform to the City of Lenexa policies. Any cost incurred by the church must be assumed by the event planners.

2. How will the event be communicated to the membership?

Event organizers may ask for their event to be included in the various church communication methods, including the website, all-church email, and Sunday order of service.

3. When will you begin these communications?

The church recommends that events are marketed to the church at least 30 days prior to an event.

4. Do you expect the general public to attend the event? If so, how will the event be marketed to the general public?

The church recommends that community events are marketed at least 60 days prior to an event. If there are costs associated with community marketing, these costs must be in the current approved budget or assumed by the event organizers.

5. Will you need staff to help you with communications?

Staff is available to help with marketing and communications. Staff supervisors must approve in advance.

*Members – People who have signed the Membership Book and have a current pledge in good standing.

**Friends – People who have a current pledge in good standing.