First Unitarian Church of Oakland
Church Event/Program Planning Checklist

✓	PLANNING AN EVENT – Getting the Go-Ahead	CONTACT INFO	WHEN
	PLANNING AN EVENT – Look over the Church Leadership Roster and contact the team leader or staff member who best fits the subject matter of your event to discuss your idea and its viability in the existing program life of the church. Read through: *Discerning, Renewing and Doing - Every Member Ministry Quick-start Guide*	Linda Hodges, Church Administrator linda@uuoakland.org, 510.893.6129, ext 303 Leadership Rosters and "Discerning, Renewing and Doing" documents are available in the 3rd floor office and at www.uuoakland.org	As soon as you have an event in mind.
	If your proposed event is a fundraiser: All requests for incremental fundraising and third party fundraising must be presented, in writing, to the Coordinating Team for review and approval. The Coordinating Team may restrict the frequency of fundraising requests.	Contact the Coordinating Team: coordinatingteam@uuoakland.org For more information see: http://www.uuoakland.org/pdfs/executive_team_policies.pdf	If your event is a fundraiser.
	Leadership, appropriate staff or coordinating team has given the go-ahead.		
	Requesting Calendar and Room/Space		
	CHECK THE CHURCH CALENDAR - Check the church website calendar, monthly newsletter, Sunday announcements and the Chalice Chatter to make sure your event will not conflict with an already scheduled event. Also check with the Facilities and Rental Manager Stefan Schneider about events that may be happening around the time you are thinking about scheduling your event but may not be on the calendar yet.	Stefan Schneider, Facilities Coordinator rentals@uuoakland.org 510.893.6129, ext 302	When you have a go-ahead from leadership or staff
	REQUESTING CALENDAR AND ROOM/SPACE Call/email Facilities and Rental Manager Stefan Schneider to request a room/space and to coordinate event needs. **Please note: You must have written, email confirmation from Stefan Schneider before you can proceed.**	Stefan Schneider, Facilities Coordinator rentals@uuoakland.org 510.893.6129, ext 302 CC: Linda Hodges, Church Administrator linda@uuoakland.org, 510.893.6129, ext 303	As soon as you have a tentative date for your event
	Written confirmation from Rentals and Facilities has been received.		

	FINANCES		
	What is the financial component of your event? Will you be collecting fees and requesting reimbursement from the church? The Finance department will be in touch with you regarding budget parameters if necessary. If so, please read the Financial Accounting Policy and fill out the Financial Planning form. Submit form to the Finance department ***along with your calendar and room/space email confirmation.***	Lucia Haet, Assistant Administrator of Finance and Stewardship lucia@uuoakland.org 510.893.6129, ext 309 Financial Planning form is available in the 3rd floor office or on the Membership page of the website	As soon as your calendar and room/space request has been confirmed. Reimbursement is within 10 days of expense.
	If applicable, Finance Planning form AND calendar and room/space confirmation has been sent to the Finance Department.		
	Childcare		
	ARRANGE CHILDCARE – Will your event require childcare? Please arrange for this. The Director of Children and Family Ministries has a list of approved providers that you may contact directly. We recommend at least two weeks' notice to arrange for this.	Director of Children and Family Ministries Laila Ibrahim; laila@uuoakland.org 510.893.6129, ext 307 In subject line, type - **Childcare Request**	As soon as you have a firm date/time for your event
	If applicable, childcare has been arranged.		
	Invitations and Publicity		
	E-vites and email invitations: The office has the official directory, which is the only one that should be used for invitations. Please disregard any previous lists so that we can respect the privacy of those who have requested no contact. **ANNOUNCEMENT & PUBLICITY**- Top six ways to publicize. 1) Sower (monthly newsletter), 2) Sunday Worship Guide announcements, 3) Chalice Chatter (weekly e-newsletter), 4) Church website calendar (bi-weekly updates of news/events), 5) Social Media (Facebook/Twitter) 6) Share information with other groups (directly	Email: Administrative Assistant office@uuoakland.org 510.893.6129, ext 301 In email subject line please indicate in which publication you want your submission to appear. For exact details on submission requirements, visit church website and follow links from *About Us* to *Official Church Documents* or call the office.	Sower deadline: 10AM on the 15th of the month for the forthcoming month's issue Chalice Chatter & Sunday Worship Guide deadline: 9AM Wednesdays

	contact other group leaders with written information that you wish to be shared). *Restricted use:* Pulpit announcements are very restricted and are typically reserved only for large, all church events. They should not be depended upon to get the word out. **Note:** All submissions must be approved by the Church office.		
	A current directory has been obtained from the office. Old lists have been discarded.		
	Event has been publicized.		
	Post Program/Event Report		
	EVENT REPORT – to assist with future events, please provide an event planning checklist or summary of steps involved**,** including how-to's, timelines, job assignments, best places to purchase items for this event, tips, etc. You can use the "Post Event Report Guide" to help you with this process.	Linda Hodges, Church Administrator linda@uuoakland.org 510.893.6129, ext 303 Post Event Report Guide is available in the 3rd floor office or at www.uuoakland.org	As soon as the event is over.
	Post Event Report has been turned into the church administrator.		