

Guidelines for Event Services:

The Mountain Sky Conference of the United Methodist Church, committees and affiliates are very active throughout the year with meetings, trainings, conferences and other activities. The Event Coordinator at the MSCUMC office is available to assist with organizing a successful event, help determine who does what and is the primary contact for all info for publication in the Newsletter and/or on the website.

We are happy to help with your event or be a resource for you. Below are some guidelines to get started on your event.

Pre-planning is a critical piece of a successful event. What are the objectives and goals of your event?

Once you have determined you will be holding an event, please complete the attached is a "Request for Services" and send to the Event Coordinator at registration@rmcumc.com. This should be submitted as soon as your event is scheduled, at which time it will be reviewed to determine availability.

Upon approval, you will receive additional information for creating a successful event.

Some things to consider:

- Budget:** Do you have funds to pay for Conference services? Registration site fees, paypal fees, administrative supply costs. If you are holding the event in a location other than a church, is the time you have planned cost effective or would changing the date be more in line with your budget? (Many places have peak seasons or Friday, Saturday, Sunday use with higher rates) Also, hotels and conference centers will often waive meeting space fees if you meet a minimum food a beverage amount. We have a Budget Planning guide for your use.
- Fees:** Are there fees being charged and how are they being collected? What account do collected funds need to be deposited to? NOTE: Credit cards charges incur fees.
- Timelines:** When is your event and does it conflict with any other events your audience may need to attend?
- Logistics:** Who is coordinating your event location, lodging, meals?
- Registration:** Is this a large group that would benefit from online registration or can registration be managed through paper?
- Tracking:** Will you benefit from a spreadsheet to track things like meals, rooms, etc?
- Identity:** Will your attendees need namebadges, lanyards?
- Supplies:** Do you have any on site supply needs?
- Staff:** Will your event require Conference staff to check people in, collect money, run A/V?