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ULV (On-Site) Event Planning Guide

This guide is designed to assist ULV members and congregants in planning events at Unity of Lehigh Valley Church. We value our community events and are eager to help make them a success.

Scheduling

Please fully complete and submit a Facility Use/ Event Request Form (found in the office or on our website at www.unityoflehighvalley.org) to the church office. Your request will be reviewed and scheduled on the church calendar after it is approved. You will receive confirmation of approval.

Preparation

Make arrangements with the sexton or minister to unlock the building for your event or request a key from the office. Arrangements must be made at least one week prior to the event.

ULV is a warm, welcoming place and our events should reflect it. Think about whether you would like to arrange for a host/greeter, serve coffee or other refreshments, provide name tags, or take other steps to make participants feel welcome.

Room Set Up: Any requirements must be marked on the Facility Use/ Event Request Form. Last minute changes may not be possible. Be sure to include any time you need for decorating or setting up on your form. Please make arrangements for any deliveries (flowers, cakes, etc.) to be accepted.

Kitchen: If kitchen use is required and check off on your form, you will be responsible for providing supplies as well as the clean up of the kitchen at the end of the event. The kitchen must be restored to its original condition.

If you would like to utilize one of the youth rooms downstairs and/or utilize the YFM volunteers for childcare purposes, please contact the YFM Director at least three weeks prior to the event.

Volunteers

In soliciting volunteers be organized and clear with your expectations and have clearly defined roles, preferably in writing. Express your gratitude after the event and volunteers will be more willing to help again.

Promotion / Marketing

- Who is the “target” audience? (ULV, Emmaus community, youth, parents, etc)
- Are there any other organizations that would partner/collaborate in this event to provide a bigger audience?
- Prepare a short paragraph for the weekly e-update, announcements, & bulletins and turn in to the office at least three weeks prior to the event. E-mail is preferred but hand written items will also be accepted. Verbal submissions are not acceptable. Photos are welcome. Let the administrator know if you would like a sign up sheet placed in the sanctuary.

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- Prepare a poster/flyer with the details of your event four weeks prior to the event. (Contact the church administrator if you need assistance.)

Funds

For ULV events, please contact the administrator for supplies. If you need special supplies, notify the administrator and minister. Approved expenses will be reimbursed with documentation and receipts.

For personal events, you are responsible for supplies.

The cost of the event and deadline for turning in funds must be clearly outlined on any advertising. Two people must be involved in handling all cash. Income envelopes are available to assist you in collecting and tracking money from participants. It is your responsibility to keep and turn in an exact record of all money received, who has paid, and the total amount submitted. Turn in approved receipts as often as possible and clearly mark them for the event. The church administrator will keep track of the total amount collected and receipts submitted for reporting purposes.

When charging at the event, please arrange for two money handlers. Contact the church administrator at least one week in advance if you will need a cash box at the event. All funds collected must be documented in an Income Envelope and submitted to the church office immediately following the event.

When Contracts Are Involved In The Event

If contracts are needed for outside vendors or for off-site locations, the contract must be signed by an authorized officer of the board or the senior minister. Contracts signed by individuals are not considered valid to bind Unity of Lehigh Valley and the church will not be responsible for payments or conditions. The event and any costs must be approved by the board in advance of the signor reviewing the terms and conditions of the contract and signing. If the authorized signor has any questions, further advice should be sought before signing the contract.

Serving Alcoholic Beverages at ULV Events

While the social use of alcohol in moderation is acceptable, the church acknowledges the challenges it presents in the lives of many and honors those who choose to abstain from alcoholic beverages. The serving of alcoholic beverages should be specifically requested as part of any Event Request form submission.

1. The sale of alcoholic beverages on ULV property is prohibited unless proof of a license to sell alcohol is provided 10 days in advance of the proposed event.
2. The serving of alcohol to minors, under the age of 21 years is prohibited under this policy and under Pennsylvania state law.
3. Any beverage which contains alcohol must always be clearly labeled at church events.
4. Drinking alcohol should never be a social requirement. Whenever alcohol is served in any form, non-alcoholic alternatives must also be offered with the same access and social appropriateness as the alcoholic beverages.
5. Events which target youth and families should not include the serving of alcoholic beverages.

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Clean-up

You are responsible for restoring the spaces used to its original condition on the day that your event ends. Please contact the church administrator prior to event for location of cleaning supplies (if needed).

As you leave the building, please check *ALL* doors of the building to make sure that they are securely closed.

If you borrowed a key, please ensure that it is returned to the church office as soon as possible.

Follow-up

Please submit a summary / debrief of the event found on the website. You may find it helpful to have an after-event meeting with the other planners / volunteers / board members that participated in your event to include other perspectives in the summary / debrief.

CONTACTS

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