

HOW TO HOLD AN EVENT AT FIRST CHURCH HILLCREST CAMPUS

This pamphlet is designed for internal use by members of the church.



Church Scheduler - Pam Bates

*Office Hours
Mondays and Thursdays
10 am to 3 pm*

**Direct 619-398-4442
schedule@firstuusandiego.org**



EVENT CHECKLIST

- Check Church calendar on website for date availability.
- Please review Facilities Use Fees Schedule and Facilities Use Agreement found on church's website—click on "About/Contact" tab, then click on "Facilities" for the list of forms.
- Complete Church's Property Use Request form found on website—click on "About/Contact" tab, then click on "Facilities" for the list of forms. Use the "online e-form", complete and click submit. Please remember to complete all set up needs.
- Send completed form to our Scheduler at schedule@firstuusandiego.org at least one month prior to your event. Popular spaces/days require more notice.
- Once the event has been scheduled you will receive a confirmation email which may contain questions regarding your event.
- Further discussion of your event with the Scheduler may be needed.

What Will I Need?

- All events with 50 people or more will require an Event Coordinator; additional fee will apply.
- Will I need a key? Temporary checkout of a key may be available from the Director of Operations.
- Will I be serving food or drinks at my event?

What Will I Need? (continued)

- * Coffee and Tea service available for an additional charge.
- * Outside food and drink can be brought in; please let Scheduler know.
- * Catering options are available; either by contacting the church's Kitchen Manager or using an outside catering service that's been approved by the church.
- Will I need parking passes for my event?
 - * How many will I need? How will I get them?
 - * Will I need an extra volunteer to pass them out in the parking lot at time of my event?
 - * Or, do I need to close the parking lot? (Additional fee may apply) Check with the Scheduler.
- How can I publicize my event?
 - * Church Calendar—a 500-character description may be entered for all events if you prepare one and forward it to the Scheduler to post to the calendar.
 - * Window—by Wednesdays at 8 a.m. Email to [window@firstuusandiego.org](mailto>window@firstuusandiego.org)
 - * Facebook—Email to chris@firstuusandiego.org
- Do I need a sound technician? (additional fees will apply)
 - * Sound technicians are required for all A/V needs in both the Meeting House and in Bard Hall. If you've been previously trained to use the system Bard Hall, or have someone in your group who has been trained on how properly use our equip-



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Things You Should Know

- Please plan ahead. Early planning is beneficial as space(s) can fill up rapidly and things left to the last minute often cause hardships and/or disappointment.
- If you are a part of a church group that is requesting use of facilities spaces for church business, then facilities use fees may or may not apply. Check with the Church's Scheduler. If you are looking to hold an event as a church member, then please check our Facilities Use Fees chart for our special Member rates on our website under "Facilities."
- Coffee and Tea Service can be ordered for your event for 50 cents per cup (e.g. 100 cups = \$50.00), which includes coffee, tea, cups and all the fixings (Kitchen Admin Fee may apply). Cold water service can be included, but must be requested when ordering coffee and tea.
- There are beverage containers available for your use in the Common Room kitchen. They are located in the cupboards directly under the south-facing window. These can be used for water, lemonade, iced tea or punch. You will be responsible for bringing your own drink mixes, ice, cups/glasses, napkins, etc. You will also be responsible for cleaning and returning the beverage containers to their storage locations.
- You may be responsible for some set up, tear down and clean up of the facilities involved in your event. The church does not retain custodial services on Thursdays and Fridays.

EQUIPMENT AND SPECIAL SET UPS

- 5'x 8' portable rolling stage
- Portable lectern
- Rolling “tech” cart with computer and projector is available
- 200 folding chairs
- Twelve 60” round tables that will seat eight people each
- Fourteen 8’ long tables
- Six 6’ long tables
- Additional 4’ long tables and card tables are available
- Ten (10) Rolling Patio Umbrellas
- A/V in Meeting House and Bard Hall includes projection screen, sound and video (additional fees will apply). No portable sound system is available.
- Free Wi Fi with password
- Easels, white boards, markers
- Directional signs to direct guests to appropriate space(s)
- Please ask Scheduler for our list of preferred Vendors.
- Full Kitchen and Kitchen Equipment (additional fees will apply)
- Patio Lighting (additional fee will apply)
- Linen Tablecloths for 8-foot (dark green) and round tables (pale yellow) - additional fee will apply.

CELEBRATION OF LIFE SERVICES

Frequently Asked Questions

Q. Is there an existing church committee for hosting the reception?

A. No, there isn't. Often times, a person will make those prior arrangements as a part of their wishes, gathering their family and friends to enlist their help.

Q. As a member of the church, what am I responsible to pay for?

A. Because you are a member, there will be no charge for: Celebration of Life Service location, minister's fee, Order of Service design and printing, and closure of parking lot. However, there will be fees associated with musician(s), sound tech, event coordinator, and reception spaces.

Q. Who plans the service?

A. The minister will plan the service with you. Specific dates, logistics, and reception details go through the Scheduler.

Q. I would like to display my loved one's photographs—what do I do?

A. Please request easels from the Scheduler.



Q. I would like to have a photo slideshow during the Service and also at the reception—what do I do?

A. Please make arrangements with the Scheduler to set up a time to try out the church's technical equipment.

Q. I would like to serve food and drinks at the reception—how do I handle this aspect?

A. For a Celebration of Life Reception, you may arrange for your loved ones and friends to bring in potluck items to share, bring in store-bought items, arrange for catering from an outside company or you can talk with the Kitchen Manager to make catering arrangements directly through him. All of these costs are outside of the church's facilities use agreement.

Also, you will need to gather a team of family members and/or friends to help with signing Guest Book (if any), help with food and drink set up, serve and clean up if there is no designated caterer, usher/hand out Orders of Service, and other duties as assigned.

Q. What if I wanted to use an Officiant other than one of the Church's Ministers?

A. This will only be allowed if you have prior approval from one of our Ministers.

Opening Procedures

(reminders for those who have been trained in these areas)

Meeting House

- Open and unlock doors (for public events, unlock each front glass door at bottom)
- Turn on lights as needed

Welcome Center

- Check restrooms for paper supplies (additional supplies are kept in the janitor's closet)
- Turn on lights as needed
- Turn on AC/heating units if needed
- Open and unlock doors (outside doors via “panic bar”)
- Check driveway traffic bollards / unlock and remove as needed

Common Room / Restrooms

- Turn on lights as needed
- Open and unlock doors as needed
- Turn on AC/heating units if needed

Closing Procedures

(reminders for those who have been trained in these areas)

Meeting House

- Search building and secure and lock all doors
- Turn off all lights except in the “Quiet Room.”

Welcome Center

- Search building to make sure everyone has left
- Check restrooms—restock paper supplies as needed
- Turn off all lights
- Turn off all AC/Heating units
- Secure and lock doors
- Take out trash
- Check driveway traffic bollards / place and lock

Common Room / Restrooms

- Turn off all lights
- Turn off all AC/Heating units
- Secure and lock doors
- Take out trash