

HOW TO HOLD AN EVENT AT FIRST CHURCH SOUTH BAY 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



First
Unitarian Universalist
Church of San Diego

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.

What Will I Need? (continued)

- 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?
 - * 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.
- 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
 - * South Bay newsletter. Email your submission to Brenda@firstuusandiego.org by the above deadline. Please specify that you would like this event included on the South Bay page.
 - * Facebook—Email to chris@firstuusandiego.org
- Do I need a sound technician? (additional fees may apply)



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 hardship 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."
- You will be responsible for set up, tear down and clean up of the facilities involved in your event, as the church does not retain daily custodial services.



EQUIPMENT AND SPECIAL SET UPS

- Portable lectern
- 100 stacking upholstered chairs
- Two 6' long tables
- Additional 4' long tables and card tables are available upon request
- A/V in Worship Hall includes projection screen, sound and video (additional fees may apply). No portable sound system is available.
- Free Wi Fi with password
- Easels, white boards, markers
- Please ask Scheduler for our list of preferred Vendors.
- Kitchenette



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 Hillcrest 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)*

Worship Space (Suite 103)

- Open and unlock doors
- Turn on lights as needed
- Turn on AC/heating units if needed
- Check restrooms for paper supplies (additional supplies are kept on shelves behind the white curtain in Suite 104)

Social Hall (Suite 104)

- Turn on lights as needed
- Turn on AC/heating units if needed
- Open and unlock doors
- Check restrooms for paper supplies (additional supplies are kept on shelves in back of room)

Meeting Rooms (Suite 101)

- 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)

Worship Space (Suite 103 & 104)

- Search room and secure and lock all doors
- Turn off all lights.
- Turn off all AC/Heating units
- Secure and lock doors
- Take out trash
- Ensure that all candles have been extinguished.

Meeting Rooms (Suite 101)

- Turn off all lights
- Turn off all AC/Heating units
- Secure and lock doors
- Take out trash
- Ensure that all candles have been extinguished.