

Your Event Planning Guide



A practical guide to help you organize your special event at UUCR

Planning a special event involves coordinating a lot of people, logistics, and details. This guide will help you think about all aspects of your event, so that things will go smoothly for both you and your guests/participants.

The Unitarian Universalist Congregation of Rockville (UUCR) has more than 7500 square feet of space available to rent for such events as

- Weddings and receptions
- Meetings and conferences
- Birthday and anniversary parties
- Community and cultural events
- Recitals and concerts
- Classes, workshops and seminars
- Memorial and other devotional services



We have comfortable space for groups as small as six or as large as 300. We have plenty of on-site parking and our facility is handicap accessible. We welcome single, multi-day, and long-term rentals.

When you are looking for an appropriate facility, be ready to share the following information. Also, please ask for suggestions from your rental staff.

Question	My Event	My Notes
General Information		
What type of event?		
Number you are expecting? General age mix of attendees?		
When do you want to hold event?		
Are your days of the week flexible?		
Are your dates flexible?		
What is the agenda/program for your event? Do you need different arrangements or spaces for different parts of the event?		

Question	My Event	My Notes
What is your general budget for the overall event? How much of that budget do you plan to spend on venue, on food, on materials, etc.?		
If a wedding or other devotional event, do you have clergy or an officiant for the ceremony?		
Do you need any special extra space, such as for special guests or speakers, for childcare, or for changing?		
Will you want space for rehearsing, or doing sound checks?		
Will you have food? Plated meal or buffet?		
Will you need the kitchen?		
Will you serve alcohol? If you <u>sell</u> alcohol, you will need to get a license.		
	<p>Room Set-Up</p>	
What type of tables and/or chairs do you need? How would you like them arranged?		
--Conference and Hollow Square: Appropriate for interactive discussions and note-taking sessions for fewer than 25 people.		

Question	My Event	My Notes
--U or T-shaped: Appropriate for groups of fewer than 40, and best for interaction with a leader seated at the head table.		
--Rounds: Generally used for meals and sessions involving small group discussions. Each 5 foot round table can seat 7 or 8 comfortably.		
--Theater: Appropriate for large sessions and short lectures that do not require extensive note taking.		
Do you need tables for greeters, guest book, registration, or literature?		
Is there a speaker's table or podium?		
Do you need easels and chart paper?		
Will you be using audio visual equipment? Will you be bringing your own, or do you need to borrow the church's?		
What kind of decorating materials are permitted?		
Do you need a sound system for music or speaking?		
Will there be music—live or recorded?		
If a party or celebration, will there be dancing?		
	<p>Timing</p>	
What time will your event begin? End?		

Question	My Event	My Notes
What time do you or caterers or AV people want to be in the building to set up?		
How long will it take you to break things down and clean up?		
What time will the last person leave the building?		
	<p>Logistics</p>	
Have you visited potential venues?		
Have you checked references?		
Who will be the 'go-to' person to ask questions of and make decisions during the event?		
Do you need signs to help people find their way around the buildings or grounds?		
Do you need name tags?		
Is parking sufficient?		
Will your guests/participants need a close-by hotel?		
Are maps/directions to event site needed?		

Are you ready to take the next step in planning your event? Please contact

Donna Taylor, Church Administrator

uucr@uucr.org or **301-762-7666**

