

# Everything You Need to Know to Organize an Event or Program

## **These are contact people referenced below:**

Tish Murphy, [information@uuasheville.org](mailto:information@uuasheville.org), 254-6001 x200

Kim Collins, [lrec@uuasheville.org](mailto:lrec@uuasheville.org), 254-6001 x210

Linda Topp, [administration@uuasheville.org](mailto:administration@uuasheville.org), 254-6001 x201

## **Reserve a Room**

Contact Tish Murphy to reserve ALL spaces you expect to be using. You may not meet in a space you have not reserved.

## **Provide Childcare**

You need to follow [UUCA's Childcare Policy](#). This includes requesting childcare for your event 3 WEEKS PRIOR to your event. To request childcare workers, contact Kim Collins.

If you have childcare, you are responsible for returning all areas where children have played to their original condition. Toys put away, tidy the space, all furniture returned to original places. Windows closed. Doors locked. Childcare workers do not have keys and are not responsible for “closing up.”

## **Advertise in the *Weekly eNews***

Provide copy no later than 10am Thursday morning to Tish Murphy. Please keep your piece as short as possible. The *eNews* is too long as it is.

## **Set up a table in Sandburg Hall on Sunday mornings**

Most, but not all, Sundays there is room in Sandburg Hall for more tables. Contact Linda Topp to get the scoop on this. Table locations that you cannot use—as seen from standing with windows at your back: left front reserved for ESJM; first Sunday of month back center table reserved for Equal Exchange; Tables are not allowed to be set up elsewhere in the room without special permission from Linda Topp. No tables are allowed in the foyer.

## **Serve Food**

Anytime UUCA dishes, glasses, utensils or other kitchen items are used, they must be washed, dried and put away. The dishwasher in the main kitchen runs a full cycle in less than 10 minutes. Make sure all food particles are rinsed off before placing items in the dishwasher. Instructions for running the dishwasher are posted above the appliance.

**Have a cash box**

Extensive information about handling money is provided on our website (For Members/Leaders Need to Know/All About Money). To reserve a cash box, contact Tish Murphy ONE WEEK before you need the box. She will need to know the name of the event, how much money you want and in what denominations.

Turn in money immediately—do not take it home. Use the envelope and counting form that Tish provides with the box. Drop the envelope in the safe or in the black box on the wall outside of the administrator's office

**Get a key to the building**

If your event does not occur during normal “open” hours, you will need a key to enter the building. You can get one from Tish Murphy with a \$5 deposit. You must complete a form and pick up the key during Tish's office hours, 9:30-2:30. If you cannot make it then, please work out another plan with Tish.

**Using a projector and screen**

We have TV's in most areas of the campus, as well as a projector. Reserve the projector through Tish Murphy. To connect a computer to a TV, reserve an HDMI cable from either Tish Murphy or Kim Collins, or better yet, bring your own to make sure that the connection to your computer fits.

**Day of Event: Hosting**

As the main contact person for your event or program, you are in charge of (responsible for) all opening up, set-up, clean-up, lights out and lock-up. There is normally no custodial staff to help with any of this. Should you wish to hire such help, we have two people for whom we charge \$40/hour for these services. ALL DOORS in the building must be locked before you leave. If doors are found unlocked, you may lose the right to reserve space in the future.

In the main building, the downstairs doors are locked when you cannot open the door from the outside. This is accomplished when the door is locked with the key AND the push bar is in the released (out) position (use hex key to release if it is “pushed down”).