

Hello from the Hospitality Team!

We need your help to support our enjoyment of workshops, congregational meetings, and other special events. IF THERE ARE 20 OR MORE ATTENDING SOME EVENT, please **Contact Pat 970-759-7644 AND complete this form** with as much information as you can. We can then balance the subs with your team members/friends to give you a satisfying event. THANKS, Pat (Rev. 4/1/26)

WHAT: Event Name _____ Purpose _____
Congregation only / Community & Congregation? (circle one)
Expected number of People _____

WHEN: Event day & date _____ Start Time _____ End Time _____

WHO: Organizer/Point Person/Team _____ Phone/text _____
Who else can help? Names/ Phone numbers:

WHERE: Outside or inside? (Patio, *Sanctuary*, Columbine, *Bowman*) _____
*Details and availability of supplies for each area need to be discussed.

Coordinating Questionnaire

IS YOUR EVENT ON THE UU CALENDAR? Contact Tayler at information@durangouu.org

Volunteers needed: _____

**IF YOU ALREADY HAVE NAME(S), PLEASE WRITE THEM, OR PUT NUMBER YOU NEED.*

1. Chairs/Tables Y N Number of tables _____ ROUND / RECTANGLE (circle one)
Number of chairs _____ Layout desired _____
Breakdown Chairs/Tables _____
**Set up/Breakdown time needed? _____ #Hours (does it work with other events?)

2. Décor Setup & Takedown _____
Tablecloths Y N Napkins PAPER/CLOTH Drinking Cups # _____ Wine glasses# _____
Type decorations _____ Acquired by _____

3. Servers needed? _____

4. Food? _____ Sign up board? _____
Purchase? _____ Budget? _____
Food Prep _____ Food/dish Clean up _____

5. Tech needed? _____

6. Parking help? _____

7. What else? _____