



PROGRAM PLANNING GRAPHIC DESIGN PRINT PRODUCTION GUIDELINES

Then the LORD replied: "Write down the revelation and make it plain on tablets so that a herald may run with it. Habakkuk 2:2

Revised
01/15/19

TABLE OF CONTENTS

| | |
|---|----|
| Program Request Guidelines..... | 4 |
| Deadlines | |
| Prohibited Activities | |
| Kitchen Usage Policy..... | 7 |
| Graphic Design & Print Shop Guidelines..... | 9 |
| FORMS | |
| Bulletin and/or Pulpit Announcement..... | 12 |
| Program Request | 13 |
| Communications Request..... | 15 |
| Maintenance Work Request..... | 19 |

Ben Hill United Methodist Church

Program Request Guidelines

It is the goal of Ben Hill United Methodist Church to complete all ministry projects in an efficient, timely, cost effective and accurate manner. Therefore, the following guidelines have been established to facilitate the efforts of clergy, laity and staff as we plan annual events.

1. The completion of a "Program Request" form for scheduling events, facilities and grounds of Ben Hill United Methodist Church will initiate the scheduling process. The form can be found at www.benhillumc.org [Resources]. *If online access is not available paper forms are available outside the Church Office.*
2. No request will be considered until the appropriate clergy approved documentation has been received by the Church Office. *Email messages are acceptable only when an approved "Program Request" form is attached.*
3. All details regarding event description, date, setup time, beginning and ending times, location request, special needs, contact information, room setup diagram (if applicable) and vision area chair and clergy approval are included on the "Program Request" form. This information must be completed in its entirety before a request will be considered.
4. Clergy/Leadership/Staff members using the facilities should meet with the Calendar Coordinator at least 45 days before a major event. Only *one* contact person should be assigned to handle these details for each event. The person scheduling the event will also be responsible for leaving the rooms/areas reasonably clean, upon departure.
5. The Calendar Coordinator will screen all requests and determine the nature and disposition of all requests prior to releasing the "Program Request" form. If the Calendar Coordinator makes an unfavorable determination regarding the use of the buildings/grounds, the requesting party may ask the Director of Operations to review the request.
6. An unfavorable determination may be rendered if 1) your event requirements conflict with another event; 2) your event does not meet the specified deadlines; 3) your form is incomplete; and 4) your event has not been approved by the Church Council, Lay Leader, Vision Area Chair and/or Clergy.
7. In general, all events will be scheduled on a first-come, first-served basis. In approving and scheduling events, first priority for usage of buildings, facilities and grounds shall be given to ministry groups and organizations which are an integral part of the ministry and mission of Ben Hill United Methodist Church. Equally important will be the scheduling of weddings and funeral services.
8. Once all necessary paperwork has been completed, the request has been reviewed and approved—the event will be placed on the church calendar. The church calendar may be accessed at www.benhillumc.org [Resources].

DEADLINES

1. Events which require no services must be submitted a minimum of two (2) business days prior to the start of the event.
2. Events which require kitchen usage must be submitted a minimum of forty-five (45) days prior to the start of the event. *Please refer to the Kitchen Usage Policy.*
3. Events which require the following services must be submitted a minimum of sixty (60) days prior to the start of the event: *audiovisual equipment, childcare, facility setup, food services, hospitality, office supplies, postal services, printing, security, transportation, website updates and word processing.*
4. Events with less than 250 participants which require the following services must be submitted a minimum of ninety (90) days prior to the start of the event: *acolytes, altar guild, clergy, communion, finance committee, graphic design, laity, liturgical dancers, marketing, music, special equipment, visual arts, word made flesh and ushers.*
5. Events with greater than 250 participants, require guest participation and all church-wide events must be submitted a minimum of six (6) months prior to the start of the event. *Examples: banquet, choir concert, community outreach, conference, health fair, receptions, special performances, training, vacation bible school, worship services.*
6. Meeting cancellations on the date of the event (Monday thru Friday - evening events) must be received in the Church Office by 10:00 a.m. on the date of the event. *The events monitor will be updated.*

PROHIBITED ACTIVITIES

1. Matters concerning rearrangement of furniture, removal of floral arrangements, use of seasonal decorations, removal of altar furniture, i.e. chairs, must be requested in writing and specified on the "Program Request" form at the time the request is made. Without specific permission no furniture shall be moved in the sanctuary. In classrooms and the fellowship hall folding chairs and tables may be moved to accommodate the room setup. When rooms are rearranged for special events (after permission is obtained), considerable care should be taken to protect the furniture and the room should be returned to the original arrangement after meeting/activity has concluded. Tables are to be picked up, not pulled across the floor. Meeting/activity leaders are responsible for compliance with this request.
2. Posting signs, printing signs, or distributing signs or notices on church property without the expressed permission/approval of the Church Office is prohibited.
3. Operating any church equipment (to include office equipment) without the express permission of the Church Office is prohibited.
4. The use of tape, tacks, nails, putty, or other materials to church property is prohibited — Exception: painter's tape, Command strips, restickable mounting material.

5. The use of candles at any event other than weddings must have prior consent from the Church Office.
6. The use of glue, paint, glitter, confetti, decorations with glitter, and other materials are prohibited unless they are being used in supervised church activities.

The above applies to all persons using the church grounds/facilities. Additional prohibited activities associated with weddings and receptions are found in the Wedding Guidelines.

**You may contact the Church Office by
calling 404-344-0618
Email address:
ChurchOffice@benhillumc.org**

Ben Hill United Methodist Church

Kitchen Usage Policy

Please note that this Kitchen Usage Policy applies to all approved church-sponsored or outside special events.

General Guidelines

- 1.1.1 To insure clear commitments and communications, all church ministries, church members, church personnel and outside groups are required to propose kitchen usage needs to the **Board of Trustees** before any arrangements or promotions of events occur. A **Program Request form** must be submitted to the Board of Trustees at least forty-five (45) days prior to the start of the event. The form must include all the pertinent information regarding the event and the appropriate signatures from clergy and laity chairpersons prior to submission to the Board of Trustees.

Kitchen Usage Without a Caterer

for Church Ministries Only

- 1.1.2 All food that is brought from home must be cooked prior to arrival and served from the fellowship hall in appropriate serving pans with racks and sternos, if warming is required. The person or group who is responsible for the meal must provide the necessary setup, equipment and paper supplies. Refrigeration and/or freezer space for extended storage will not be provided. Ministries may use the kitchen to obtain water and ice with Board of Trustees approval.

Kitchen Usage with Caterers

- 1.1.3 All food preparation in the kitchen requires the use of an independent contractor or vendor who has been approved by the Board of Trustees. Outside groups [non-church sponsored events] who request use of the kitchen must pay a Three Hundred Dollar (\$300.00) usage fee deposit. One Hundred Fifty Dollars (\$150.00) will be returned to the outside group at the end of the event, if all specified guidelines have been met.
- 1.1.4 The independent contractor or vendor requesting the use of the kitchen for a church-sponsored or outside event must submit a written vendor history summary to the Board of Trustees at least forty-five (45) days prior to the start of the event. The "request" is to include, but is not limited to, experience, former customer references, proof of state food service compliance and proof of insurance. The documents should be submitted to the Church Office. Upon receipt of the request by the Board of Trustees, said request will be reviewed and approved or denied within fifteen (15) business days.

Ben Hill United Methodist Church

Kitchen Usage Policy

- 1.1.5 If approval is granted to an independent contractor or vendor for a special event, proof of insurance must include general liability (*mandatory*), auto (*optional*), excess umbrella (*optional*) and workers' compensation (*mandatory*) coverage naming Ben Hill United Methodist Church as additional insured (*See Exhibit B for approved format*).
- 1.1.6 The independent contractor or vendor must use an approved food distributor (pursuant to Fulton County Health Department guidelines) for the preparation of meals. Food stored by the church and/or Preschool Academy is off limits and unavailable to the Ministries and independent contractor or vendor.
- 1.1.7 The independent contractor or vendor shall provide their own kitchen supplies, i.e. cookware, cooking utensils, dish soap, cleaning cloths, plates, glasses, cups, napkins, tablecloths, paper supplies, etc. The following equipment is available for use: refrigerator/freezer, stove, oven, deep fryer, warmer, dish washer, sinks, garbage disposal, ice machine and trash cans.
- 1.1.8 Kitchen equipment and supplies may not be "borrowed" or removed from the Church. The independent contractor or vendor will be notified if equipment and supplies are missing immediately following an event. The independent contractor or vendor will be required to replace all missing equipment and supplies.
- 1.1.9 Any food remaining from an event will be properly disposed of and removed from the kitchen. Proper disposal consists of food and trash being bagged and placed into the exterior waste management container. Cooking oil shall be placed in the designated exterior waste container.
- 1.1.10 Upon completion of the proposed work, the independent contractor or vendor shall leave the kitchen neat and clean. Failure to clean the kitchen after use will result in suspending the independent contractor's or vendor's participation. The Ministry who requested use of the kitchen will be required to pay a One Hundred Fifty Dollar (\$150.00) kitchen cleaning fee. Outside groups who do not clean the kitchen will forfeit One Hundred Fifty Dollars (\$150.00) of its usage fee deposit.

Revised: 04.23.17

GRAPHIC DESIGN & PRINT SHOP GUIDELINES

Purpose: The following guidelines have been created to ensure that the BHUMC Print Shop functions in a manner consistent with organizational standards and expectations while using its resources to assist clergy, laity and staff in meeting established ministry goals and objectives.

Ministry criteria: All graphic design and print needs must be submitted on the “Program Request” form. Only requests that have been approved by the Church Council, Vision Area Chair and/or Clergy will be reviewed and processed. Incomplete forms will be returned to the contact person indicated on the form.

Priority of printing requests:

- Funeral Programs
- Sunday Bulletin (WEEKLY)
- Special Worship Service Programs
- Ministry Events that have been approved within specified deadlines
- Ministry Events that do not meet specified deadlines will be processed, if time permits

COPYING SERVICES

Single Sheets:

Under 500 single sheets, no finishing – Request completed by end of business day, if in by 10:00 A.M.

More than 500 single sheets, no finishing – Request completed by next business day, if in by 10:00 A.M. the previous business day.

Multiple Sheets – No Finishing, 48 hour turnaround time (Monday thru Friday)

PRINTING & FINISHING SERVICES

| Paper Weight Options | Standard Paper Size Options | Custom Paper Size |
|--------------------------|-----------------------------|---|
| Standard – 20 lb text | Letter (8 ½ x 11) | <i>With sufficient lead time and budget considerations the print shop can order special paper for customized documents.</i> |
| Special Text – 28 lb | Legal (8 ½ x 14) | |
| Card Stock – 65 or 80 lb | Tabloid (11 x 17) | |

Printing (received electronically)

Jobs under 200 count/8 pages (*no finishing*) – Ready at end of business day if received by 10:00 A.M.

Jobs over 200 count/8pages (*no finishing*) – Ready next day if received by 10:00 A.M. the previous business day.

Programs, Booklets, Bookmarks, Brochures, Flyers, Invitations, Tickets, Posters and all other documents which require special finishing – Ready in 7-14 business days.

Cutting

Please allow 2 weeks for cutting services. For more than the minimum or for a quicker turnaround time, the print shop will recommend an outside vendor.

Flyers - In house cutting services are ONLY available for count of 100 or less for 1/2 letter size sheet (5.5X8.5) or ¼ letter size sheet (5.5X4.25).

Bookmarks, Postcards - In house cutting services are ONLY available for count of 100 or less.

Tickets - In house cutting services are ONLY available for count of 100 or less.

Editing

All documents submitted for layout must be reviewed and approved by the "ministry representative" prior to final print. One (1) ministry representative shall be responsible for providing edited content to the Print Shop. **MAXIMUM NUMBER OF EDITS: three (3)** before final printing is performed. The Print Shop will perform a cursory "spell check" for each document, but **the Print Shop is not responsible for the accuracy of the original content received.** Final Documents with errors will not be reprinted without special approval.

Other Services

In most cases, folding service is limited to lower weight paper and must be assessed before beginning project. Document numbering service is not available. The print shop can recommend an outside vendor for document numbering.

GRAPHIC DESIGN SERVICES

Graphic design services for special events and publications require three (3) to six (6) months lead time *(depending on the number of marketing pieces and artwork that needs to be designed and laid out).*

Standard graphic design services with the use of clipart require two (2) weeks lead time.

Customized designs require at least three (3) months lead time.

Upon request artwork that has been created for a special event will be coordinated with the website administrator for inclusion on the church website and e-board.

TYPICAL DOCUMENTS

| Type | Sizes | | |
|--------------|------------------------------|-------------------------------|--|
| Booklet | Half-fold Small 8.5X11 | Half-fold Medium 8.5X14 | Half-fold Large 11X17 |
| Bookmark* | 3 up | 4 up | |
| Program | Flat 5.5X8.5 8.5X11 | Flat Narrow ** | Half-fold 8.5X11 8.5x14 11X17 |
| Posters | 11x17 | | |
| Flyers** | Small 5.5X8.5 | Large 8.5X11 | |
| Postcards ** | 5.5x4.25 | 7x6.25 | |

* Lamination is not a standard service. ** May require outside cutting

SUNDAY BULLETIN

Bulletin Format

The standard worship bulletin is a 3-fold document, consisting of 3 front pages (panels) and 3 pages on the back, with dimensions of 17"W x 11"H when fully opened. Booklet formats will also be used from time to time with appropriate approval for special events.

- Large size ads (full page and half page) will be rotated, when necessary, to give fair consideration to all ministries.
- Large size ads will be converted to smaller sizes or to text only announcements, when necessary, to allow as many announcements as possible to be included in the bulletin.
- The standard worship bulletin's front side will be in color and the interior side will be in black and white. Exceptions will be made during the year for special occasions.

Announcements

We prefer that you email your announcement requests to announcements@benhillumc.org with the name of the ministry and your full name and title included. Please copy the appropriate clergy and vision area chair on the email. If internet access is not available, please complete the BHUMC BULLETIN and/or PULPIT ANNOUNCEMENT form (see below) which can be obtained from the Church Office or downloaded from the church website @ Resources/Church Documents link. **The deadline for standard announcements is fourteen (14) days prior to the pulpit request or publication date. Clergy will not accept impromptu announcements on Sunday morning.**

Once we receive approval from the appropriate clergy, your announcement will be included in the bulletin.

Large size ads (full page and half page)

Full-page ads requiring graphic design services will require 2 to 3 weeks lead-time depending on the amount of artwork and layout necessary. Print ready ads (requiring no graphic design service) follow the same deadline as regular announcements noted above.

Inserts

Insert requests are reviewed on a case-by-case basis. We prefer not to place inserts in the worship bulletin each week. [Please follow the announcements guidelines]

Right to Minimal Edit of Text/Layout

When necessary, the print shop will perform minimal text and layout editing to conform to document printing requirements.

STAFF

Communications Director: Kristan Jones-Scales | Tina Joseph, Office Assistant

BHUMC BULLETIN and/or PULPIT ANNOUNCEMENT

Request for print on: SUN - _____ SUN- _____

Requested by: _____ Date: _____

For (Ministry Name): _____

Telephone Number(s): _____ (day) _____ (evening)

For (check one): Bulletin _____ Pulpit _____ Both _____

*REMINDER: As a courtesy to others who are submitting announcements,
please keep the length of your announcement to 35 words or less.
(PLEASE PRINT)*

Vision Area Chair Signature: _____ **Clergy Signature:** _____

This form must be turned in to the church office **NOT LATER THAN 14 DAYS** prior to the pulpit request and/or publication date. We cannot assume responsibility for announcements that are not signed by a vision area chair and/or clergy prior to submission to the church office. Thank You!!

Email approved announcements to: announcements@benhillumc.org

Pulpit Announcement Limit = Five (5)

Clergy will not accept impromptu announcements on Sunday morning.

| | |
|--|-------------------------------|
| FOR OFFICE USE ONLY: (please do not write below this line) | |
| Received: _____ | Approved: _____ Denied: _____ |
| First Publication Date: _____ | Reason: _____ |
| Second Publication Date: _____ | _____ |
| Other: _____ | _____ |
| _____ | _____ |

BEN HILL UNITED METHODIST CHURCH

PROGRAM REQUEST FORM

Date Received _____

Received By _____

Copied to _____

Date Copied _____

This form should be completed for the scheduling of all Ben Hill United Methodist Church ministry sponsored functions. All BHUMC ministries and members requesting space within the church facility and grounds should also use this form. Please complete all applicable sections and submit to the appropriate Pastor for approval.

SECTION ONE: CONTACT AND MINISTRY INFORMATION

Contact Name _____ Date Submitted _____

Contact Information: Phone _____ E-Mail _____

Ministry _____ Ministry Chair Signature _____

Vision Area Chair Signature _____ Clergy Signature _____

SECTION TWO: INFORMATION FOR EVENT DATE CONFIRMATION

Please complete the following information to request approval for your function, its specific date and desired location. You will receive written electronic approval confirming the requested information or suggested alternatives within 5 days from the Church Office.

FUNCTION TYPE: ___ Meeting ___ Event ___ Program ___ Other _____

DESCRIPTION (i.e., Sanctuary Choir Rehearsal, Family & Friends Day) _____

DESIRED DATE _____ DAY OF THE WEEK _____

ALTERNATE DESIRED DATE _____ DAY OF THE WEEK _____

Set-up Time: _____ Start Time: _____ End Time: _____ Desired Location _____
Room location is subject to change based upon availability.

of Attendees _____ Estimated Function Costs _____ Budget Line Item _____

SECTION THREE: TYPE OF SERVICES and/or STAFF NEEDED

Please indicate all services needed.

___ PLEASE CHECK IF NO SERVICES ARE NEEDED FOR THIS EVENT - SPACE REQUEST ONLY.

MINISTERIAL NEEDS: ___ Clergy ___ Laity

MUSIC NEEDS: ___ Accompanist ___ Choir ___ Soloist

ADMINISTRATIVE NEEDS: ___ Word Processing ___ Bulletin Announcement ___ Basic Graphic Design ___ Mailing

___ Supplies (Please be specific) _____

COMMUNICATIONS: ___ Audio ___ Hand Held Microphone ___ Lavalier Microphone

___ Video ___ TV ___ DVD Player ___ Projector/Screen

Other: Refer to the Communications Request form for other request(s) _____

FACILITIES SERVICES: Tables (#) Chairs (#) Trash Cans (#)

Podium Security Nursery Transportation (Mini bus or van)

Other (Please explain): _____

Will you require set-up/breakdown assistance from our facilities staff? Yes No

FOOD SERVICES NEEDED Yes No USE OF KITCHEN NEEDED Yes No

Note: Catering must be contracted separately following the Board of Trustees guidelines for use of the Kitchen at Ben Hill UMC.

MARKETING NEEDS: Flyer/Brochure/Program/Booklet/Other Advanced Graphic Design Website Posting

Outside Marketing (i.e. press release) Bulletin Announcement (Refer to Bulletin/Pulpit Announcement form)

PRINT SHOP NEEDS: Number of Copies Single Sided Double Sided Booklet

Other (explain _____)

Finishing Services Collated Stapled Type of Paper Needed (3 hole punched, etc.) _____

Date and time copy will be ready to print _____

WORSHIP NEEDS: Acolytes Communion Finance Ushers

OTHER _____

SECTION FOUR: FOR ADMINISTRATIVE USE ONLY

EVENT DATE AND TIME CONFIRMED YES NO

IF NO, REASON & SUGGESTED ALTERNATIVE _____

LOCATION ASSIGNMENT CONFIRMED _____

CHURCH COUNCIL SIGNATURE _____ DATE _____

ADMINISTRATIVE SERVICES SIGNATURE _____ DATE _____

The Administrative Services representative will forward a completed copy of this form to the following individuals upon completion:

Submitter/Ministry Chair (Name _____) Vision Area Chair (Name _____)

Clergy/ Staff (Name _____)

Accounting Admin. Svcs. Communications Facilities Svcs Marketing Print Shop Worship

10/01/16

Ben Hill UMC Communications Request Form

| | | | |
|-----------------|------|-------|--|
| Name: | | | |
| Ministry Name: | | | |
| Contact Number: | H/W: | Cell: | |
| Email Address: | | | |

| | | | |
|------------------------------------|------------------|----------------|--|
| Event Name, or Sermon Title: | | | |
| Event Date: (Start & End dates) | Event Start Time | Event End Time | |
| | | | |

***A sound check is required 1 hr before the start of each special event in the sanctuary.**

Event General Description / Special Request Information:

Requested Services: (Please check each service that is needed)

| Sanctuary Audio Services | Sanctuary Video Services | Other Services | Fellowship Hall / Conference Room |
|---|----------------------------------|--------------------------------|---|
| Sanctuary Audio | Video Recording (Sanctuary only) | Projector & Screen (Sanctuary) | Conf Rm DVD play back equipment |
| # of Wireless Mic's (max 4) | | | TV Monitor (Conf Rm) |
| or # of Lavalieres (max 1) | | | TV Monitors (2) Fellowship Hall |
| Audio from Band | | | Wireless Mic's (max 2) Fellowship Hall only |
| CD Play back (all recordings must be on one CD) | | | |
| | | | |
| | | | |
| | | | |
| | | | |

“RUN OF SHOW” Event Info (short form)

| Performer/Talent/Group(s) Name – (in the order they will appear during event) | |
|---|--|
| 1 | |
| 2 | |
| 3 | |
| 4 | |

Scripture Information

| # | Book | Chapter | Verse(s) |
|---|------|---------|----------|
| 1 | | | |
| 2 | | | |

Event Timing/Order

| Seq # | Segment Description | Video Queue | CD Trk # | Band queue |
|-------|---------------------|-------------|----------|------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |

Service Requirements Check List

The following information or forms are required for all performances (please check each that is attached).

| | |
|--|---|
| | A “ Run Of Show ” document is required for all concerts, plays and recorded performances (other than regular Sunday service) – REQUIRED |
| | Please provide guest performer names, contact and rider information – REQUIRED |
| | Attach all scriptures information that will be used during this service i.e. “Mark 1: 1-10” – REQUIRED |
| | All CD Recordings must be on one CD and placed in the order of desired play back. – REQUIRED |
| | All performance Graphics for DVD recordings must be submitted 2 weeks prior to performance. |
| | List all New Instrumentation that will be in band area for this event |
| | Does the final Video of a record service need to be recorded. |
| | For all National recording artist and special guest, has a release/rights waiver form been obtained and signed allowing the church to record and sell any and all services this artist is participating in? |
| | |
| | |

Service Notes:

- **All services request forms must be submitted a minimum 3 weeks prior to your event** (this means any and all services other than 7:45 and 9:45 Sunday services)
- Failure to provide the requested information jeopardizes the Communications Dept.’s ability to guarantee the necessary support will be available for your event.
- Run of show info should contain all soloist names, all song names, show timing, intermission information, Camera, Audio, & lighting queue’s, prop placements
- No Cassette playback is available in the sanctuary
- All NON professionally recorded CD’s must be tested on Ben Hill equipment one (1) week prior to scheduled event.
- All special band equipment must be approved before can be included as a part of any performance
- If video recording is requested, Dimming or turning off of sanctuary lights will not allow us to do video recording. Please design your performance using full lighting.
- All off site events (including front lawn events) will be handled by a third party vendor (BHUMC does not have equipment for off site services at this time)
- **Only Communication services listed are available at this time.**
- Do not submit incomplete forms. Please contact communications if you have any question regarding required information on this form.
- For Dancers, please show on the attached sanctuary layout, where the dancers will be entering and exiting the sanctuary (stage left/right).

MAINTENANCE WORK REQUEST

From: _____
Name Work Area or Department

Maintenance Type: (check below) Request Date: _____

_____ Electrical _____ Heat/ Air _____ Plumbing _____ Lights

_____ Floors _____ Walls _____ Grounds _____ Other

Problem Location: _____

Condition: _____

Recommendation: _____

FOR OFFICE USE ONLY:

| |
|--|
| Date Received in Administrative Office: _____ |
| Route To: _____ Trustees _____ Building & Grounds Supervisor |
| Work to be done: _____ |
| _____ |
| _____ |
| Date Completed: _____ By: _____ |
| Comments: _____ |
| _____ |
| _____ |