

## ***Event Planning Guide***

Date of Guide Approval:

Guide Updated:

Guide Owner:

### ***Before Announcing the Event***

1. Check church calendar for conflicts. The church calendar is located on the wall inside the church office. Be aware of school holiday/vacation schedules to ensure maximum attendance at church events.
2. Complete and submit church calendar request form. These are located in the tray on the office door. Indicate which area you would like to use. Please understand that you might not be able to use the area of your choice due to conflicts.

### ***At Least 1 Month Before the Event***

3. Determine your needs. Arrange committees and volunteers well in advance. You might want to talk to those who organized the event last year. If you need any copying or printing done, check with the office for availability to do your work within the allotted time frame. Also, consider the following:
  - Babysitting: You will need to post a sign-up sheet in the back of the church for parents to indicate their need for childcare and have parents contact the childcare coordinator directly.
  - Easel: Indicate if you need an easel. We will want to be sure we have enough easel paper available for your use.
  - Linens: Linens are available in the storage room. You will be responsible for cleaning all linens.
4. Decide who will set up your event, who will take it down and who will clean up. Create a schedule and be sure your committees/volunteers are aware of their responsibilities. Remember that no one comes in over the weekend to make sure the building is ready for Sunday services. Therefore, it is your responsibility to make sure that everything is ready.
5. Advertise.
  - Submit Second Thoughts announcement by the newsletter deadline (15<sup>th</sup> of each month for the following month).
  - Announcements can be made during Sunday Services.
  - Inserts in the order of service can be done when appropriate.

### ***1 to 2 Weeks Before the Event***

6. Church Linens – If you are using the church linens, arrange to iron them prior to the event.

7. Building Access – Building keys can be checked out from the church with advance notice. Make these arrangements now. A key must be picked up from the office during office hours. Do not call the office on a Thursday or Friday afternoon and ask that a key be left outdoors - it can't be done!
8. Announcements in the Order of Service – Check with the office to see if it is appropriate to announce your event in the Order of Service.

#### *Day of the Event*

9. Decorations – If decorations are part of your event, you'll want to leave enough time. Usually decorations are done the day of the event. Make sure the office knows when you'll be decorating so there aren't conflicts.

#### *Immediately After the Event*

10. You are responsible for take down and clean up after your event. A great motto for the kitchen is to “Leave it cleaner than you found it.”
11. Put things away: Put things in the cabinets, they are labeled. Do not leave things on the counter for someone else to put away. **There is no one else!**
12. Wash Everything: Nothing should be left for anyone else to wash. This includes the coffeepots. Drain the hot coffee (open the spigot and let it drain into the sink) and then thoroughly wash and rinse the pots. Coffee serving pots should also be emptied and cleaned.
13. Garbage: If the garbage can is full (or close to full), please take the garbage bag out to the dumpster (located in the parking lot.) There are replacement bags in the storage room. Recycle what you can; recycle bins are located next to the refrigerator.
14. Leftovers: If extra food or juice can be used for church coffee hour, the extra food or beverage may be left in the refrigerator. Fellowship Committee chair must be notified so the group hosting coffee hour Sunday can be informed. **Otherwise, please take your leftovers home.**
15. Church Linens: If you have used church linens, please take them home with you after the event, wash them, iron them (if necessary) and return them. All clean linens should be returned to the storage room just as you found them.