

General Event Procedures

Before Event:

EVENT PLANNING-

Decide on an appropriate date for the event. Make sure there are no other ministry events and/or trips going on at the same time that would conflict with the event you're trying to schedule. You can do this by contacting Patricia Powell (Office Manager) for details on the church calendar.

You must plan all the details of the event you are trying to coordinate (i.e., figure out the appropriate location, times, target group, cost, etc.).

REQUEST FORMS-

Once the details have been decided, you must obtain an event request form from our website. The form must be filled out completely and turned in to Patricia Powell for approval. Please send the form to her email address (patpowell@sbcglobal.net) so she will be able to receive it directly. Event forms must be sent in at least 1 month in advance before the date of the event.

ADVERTISEMENT-

Once approved, the leader of the event needs to create any flyers needed with all the necessary information and instructions for the upcoming event. The office staff is not responsible for the creation of flyers, posters, or any other notices. Flyers should answer all of the following questions: *Who* is the event for? *What* is the event and what is being offered? *When* (date) and at what time is the event taking place? *Where* is the event taking place? *Why* is the event being held? It would also be good to add any cost information, deadline information, or a listing of items the attendees need to bring for the event (if required).

Send the flyer, permission slip, and written instructions on how you would like this information to be distributed to patpowell@sbcglobal.net or place them in her box in the church office. Flyers must be completed before they are sent in to the office. There will be no unnecessary improvements made. The flyer or notice will be sent out as is.

Please be aware of the advertisement section on the event form. This section was created to let us know how you would like the event information distributed. You must fill out this section in order to let us know which event advertisement options you prefer. If you marked the newsletter option, please give us your event information 3 weeks before the event date for proper notification. If you marked the mail-out option, please send us the flyer 3 weeks before the event date along with written instructions for the mail-out. Example: which recipient group should receive mail-out, date you would like the flyer to be mailed, etc.

Please send the written advertisement instructions at the same time you send the flyer and/or notice. Attach them to the back of your notice. Please make the instructions clear so that the office staff does not have to call you for any missing details.

You should also have flyers and permission slips (if necessary) available to pass out in person for individuals who would like extra copies or who have lost their own.

COST REQUIREMENTS-

Please be aware that the church only covers 1/3 of the total cost of the event. The remaining balance is left for your ministry to cover. It is best to create a budget for the event so you will know what you will need to get the event accomplished. For events that are high in cost, leaders need to organize their ministry budget accordingly and figure out how much participants should be charged for the event. The fee from participants will help ensure their commitment to the event and as a result lower cancellations.

A deadline should be set and listed on the flyer for event sign-up and payment. This will allow you to keep an estimated head count for ticket purchases, reservations, and vehicle space availability, etc.

LEADER/DRIVERS (RESPONSIBILITY)-

It is necessary to go over event details ahead of time with your leaders and volunteers so they can make the proper arrangements necessary to attend the event. Arrangements need to be made to have the appropriate number of leaders and volunteers available for the event. You also need to make arrangements for the appropriate number of drivers if the event requires it. **Drivers may not be under the age of 21 for insurance purposes.**

Drivers must also have a current insurance card with full coverage. Note: the number of occupants in each vehicle should never exceed the number of seat belts.

CONFIRMATIONS-

Be sure to call and double check with your event location to verify information: confirm reservations date/s, ticket prices, times, etc.

You need to call the church/Patricia Powell and confirm that the insurance company has been notified of the event (if your event requires it). This must be done no later than **3 days** before the scheduled date.

Requirements for insurance coverage:

- Events that require transportation from church grounds to a different location (Ex.: picnic at the church property, trip to GameWorks, community service projects around the city, etc.)
- Events that require transportation out of town (Ex.: ski trips, out of city/or state conferences, etc.)
- Events where participants are very active and may suffer from possible injury (Ex.: swimming events, camp-outs, etc.)

Day of Event:

EVENT PREPARATION-

Leaders of the event should arrive at the event location at least 30 minutes prior to the scheduled start time. This will allow for any necessary preparation to be completed before the group arrives (i.e., open building, turn on AC/heat, set up rooms, etc.).

FEE COLLECTION/PERMISSION SLIPS-

Once your group begins to arrive, collect any remaining fees for the event cost (if required). Please note: most of the fees should have already been taken up by the previous due date. If the group consists of youth under the age of 18 and will be taken off the premises, you must collect permission slips for each child before leaving the church property. Otherwise they will not be able to leave the church grounds.

DRIVING ARRANGEMENTS-

The leader should make a written list of the youth attending and designate in which vehicle they will be in. The written list should consist of the name of each youth attending and the vehicle they are riding in as well as the name of the driver of the vehicle. A copy of this written list should go in Patricia Powell's box before you leave.

Two copies of the permission slips must be made to take along. One set of forms must be kept in the head leader's possession during any trips or events. The second set should go to the appropriate driver (each driver should have permission slips for each youth riding in their vehicle). If for any reason a rider switches vehicles during the course of the event, the correct permission slips must be moved to the appropriate vehicle. Once at the event location, the head leader should take his/her set of permission slips to the first aid office and retrieve them at the end of the event. Leaders need to make sure the total number of youth leaving the location is the same as upon arrival. All youth must ride in the original cars they arrived in.

CLOSING/LOCK UP-

Once the event is finished, the buildings and/or properties used need to be cleaned up and put back into good condition (i.e., trash taken to dumpster, used rooms cleaned up, etc.).

Don't forget to make sure all doors are locked and all air conditioners/ heaters are turned off when you close up the building. Also make sure that all gates are closed and locked if you are at the church property.

RECORDS-

After the event make an extra copy of all receipts, permission slips, drivers list, etc., and place them in Patricia Powell's box. The extra set of receipts and permission slips needs to be received no later than 2 weeks after the event. One copy should remain in your

ministry file for 1 year. Please label at the top of all records the appropriate ministry name to which it belongs before they are turned in. (Ex.: Fuel, COLTS, Women's Ministry, etc.)

SPECIAL NOTICES—

*****Note: In the event of a cancellation, please notify the church office/ Patricia Powell as soon as possible to allow proper steps to be taken to notify the church body. If there are any major changes to your event, the same applies as above. *****

*****Note: Any child that needs to leave during or after an event with someone other than their parent or guardian needs to notify their group leader prior to the event. Please be aware that the notification must be in writing; otherwise the child and/or children may not leave the event.*****