

Steps to Planning an Event at First Pres

Name of Event: _____

Date(s) of Event: _____

Total Time Reserved (Includes set up/tear down): _____

Event Start/End Times: _____

Point Person: _____ Committee: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Event Checklist -----

Follow this checklist in order to guide you through the steps to achieve a successful event.

Caution - Some steps require a lead-time of several months. Start planning well in advance of your event!

Step 1: Event Idea Approval – Before Planning Begins

- _____ Check with staff / staff liaison about your idea and have it presented at Wednesday staff meeting
- _____ Obtain approval from the appropriate committee
- _____ If event is a fundraiser, you must obtain approval from Financial Stewardship Committee
- _____ If event is a mission activity, you must obtain approval from the Mission Committee

Step 2: Scheduling an Event – Before Planning Begins

- _____ Once approval is obtained, look at Church Calendar and see if the desired date/space is available. If it is, submit an event request online. **Note: The date is not approved until you receive an EMAIL CONFIRMATION.**
- _____ Will food be served? If so, do you need the use of the kitchen? Will you need refrigerator or freezer space? Will you be using church dishes or paper products? If paper products, how will they be provided?

Step 3: Money – Start of Planning

- _____ If your event has anything to do with money, book sales, attendance fee, donation, etc., you must contact Anna Miller, Finance Manager, at the beginning of your planning.
- _____ Turn in credit card receipts to Anna Miller, immediately. Do not wait!

_____ Turn in check requests to Anna Miller, at least a week before payment is required

_____ Submit expense reimbursements after the event

If you are collecting payments,

_____ Contact Anna Miller immediately after event approval to learn appropriate procedures

If you are collecting money at the event

_____ Contact Anna Miller two weeks prior to the event to arrange a cash box with starting funds

_____ line up two people to count the proceeds and sign the tally sheet

Step 4: Online & Church Office Sign Ups – Arrange 2 Weeks Ahead

Before you publicize an event and at least two weeks before the sign-up begins, you need to:

_____ Designate someone from your committee to track sign-ups

_____ Arrange sign-up sheets in Church Office with Linda Robinson, Office Manager

_____ For the “signify on the Friendship Pad” option, contact Rev. Melissa Anne Rogers

_____ For an online sign up with or without online payment, contact Lisa Hadrill

Step 5: Publicity – Due 2 Weeks to 1.5 Months Ahead

To request publicity, send information to publications@firstpresbyterian.org to:

_____ Arrange web-based publicity

_____ Arrange print based publicity other than bulletins

_____ Arrange announcements in the Sunday bulletin

_____ Obtain permission for a Faith in Action announcement

_____ Reserve a Sunday to sponsor Coffee Hour

Step 6: Work Orders – Due 2 Weeks Ahead

If you want a room set up, you must submit a work order.

_____ Questions? Contact Adrian Prundeanu, Facilities Manager to determine set up needs and room capacity

_____ Submit a work order at least **two weeks** before your event

_____ Need AV Equipment (screen, power point projector, etc)? You will only be given what you ask for. If you don't ask, there is a good chance that equipment may not be available.

_____ Recruit set up & tear down volunteers if needed

Step 7: Collection of Items – Arrange 2 Weeks Ahead

If publicity requests the donation of goods, you must:

- _____ Reserve collection baskets and Welcome Center space in the Church Office
- _____ Set up schedule to regularly remove items from baskets to prevent overflow

Step 8: Photographs – During the Event

- _____ Please designate someone to take pictures! They are used on the web and in print publications.
Please send them to publications@firstpresbyterian.org.

Step 9: Evaluating Your Event – Within 2 Weeks After the Event

- _____ Set up a process to evaluate the success of your event
- _____ If this is an annual event, determine how you will pass on information for next year
- _____ Determine how you will thank volunteers and contributors
- _____ If applicable, contact Anna Miller, Finance Manager, for a list of contributors