Faith covenant church
Connect • Grow • Serve

Why do we do Programs & Events?

We plan programs and events to help support our mission statement of

"Connect, Grow, Serve."

Events can have a focus on any of these areas. Thinking through the purpose ahead of time will help you clarify the most important components of your event. Planning ahead will allow the church staff to help you make the best event possible.

4 Kinds of Events

When planning an event, try to consider how to infuse outreach into the event.

- **Internal Events** (generally just for attenders of FCC)
- **Events** still planned by FCC, but the community is widely invited.
- Events that **we publicize** but they take place someplace else and are largely administrated by others.
- Events that are held by **outside organizations** at our facility.

Each of these types of events has different requirements for planning. Please indicate which kind of event you are planning when you initially contact the church office.

Event Name: _____

Communicate early & often with all the people

Getting Started

First, decide these details. Items **in bold italics** need to be communicated with the church office.

3-6 Months Before
___ **Get event started by filling out the reservation forms enclosed.** (Includes a goal for and summary of your event.)
    - Event Registration Form
    - Planning Page
    - Facilities Needed
___ **Type of event (see kinds of events on the right)**
___ Begin to pray for the event.
___ **Schedule a meeting with Church Administrator to discuss overview and**

A person must see and/or hear event information at least **SEVEN** times to remember it. Also, the more modes use to share a message, the more effective it is.

2 Months Before
___ **Plan other times you will need the church building (set-up, rehearsal, etc.)**
___ **Plan forms of communication with the church office**
___ Budget and Funding (set fees, church budget, donations?)
___ Secure equipment rental
___ **Choose and help with a graphics/publicity package**
___ **Request Sound & Media Engineers**
___ Schedule and plan in-service the office
___ Arrange Transportation (Van?)
___ Plan childcare (see p. 4)

- **Stay in contact with the Office about your event.**
- Plan ahead, so you can relax the last week before your event.
- If you have a committee/sub—committee meeting please send a brief email to Church Administrator about the key points that came out of your meeting.
- **Communication** is KEY
- Make a display of your materials in coffee hour. (Best practice is to have a tablecloth and display using your branding).

1-2 Weeks Before
___ Work with Office for final communications
___ **Review equipment needs with Church Office (table/Chair Set-up, Numbers of people, Microphone, etc.)**
___ **Request Sound Needs (Microphone, speakers?)**
___ **Plan Computer/Media**
___ Design PowerPoint Presentations and/or Handouts **(request photocopies or schedule time to copy them)**
___ Design a print program **(request photocopies or schedule time to copy)**
___ Plan and prepare table decorations if desired.

Key People
- Church Administrator
- Administrative Assistant
- Communications Director
- Building Manager

This team of people is to be a support to your event.

Enlisting

The next thing is to identify roles needed to do your event and put together a team.

Common Roles needed:

___ Set-up crew

___ Print Materials/Publicity

___ Registration crew

___ Treasurer

___ Sound & Media (a must for the sanctuary, nice for any event)

___ Entertainment/Speaker

___ People to buy and/or make food and procure plates, napkins, etc.

___ Coffee-makers

___ Kitchen Crew

___ People to do childcare or plan child-friendly parts of the event

___ Transportation to or from an off-campus event

___ Clean-up (reset all areas for the next service/event, take the trash out, vacuum)

- People like to be asked personally to help out.
- Set up a info table to enlist volunteers. Use during coffee hour or Wednesday night dinner (Be sure to have a nice display).
- Utilize on-line volunteer enlistment. You can create free accounts on www.signupgenius.com or www.surveymonkey.com
- Craft job descriptions so people know exactly what is expected of them.

Registration Notes

It is difficult to register people both on-line and on paper. It's easier to choose one or the other.

The Office can set-up online Registration with your help.

Schedule a meeting with Church Administrator to go through these details.

Advantages to Online Registration

- You can see it yourself
- Automatic reminders available

- People can sign-up on their own at home.
- It is the simplest set-up
- You can collect fees
- Themes are consistent throughout e-mails, registration forms, and a website

- You can create a flexible registration form
- Church e-mail addresses are already loaded

1. If your event will be repeated, you may consider doing a Survey. You can sign up at www.surveymonkey.com for a free account. Contact the church office for help in designing a useful survey.

2. You may also want to do an evaluation meeting **(Good, Bad, Ugly).** What did you learn? What tips do you have for the next organizer of this event? Did you meet your objectives? What went well? What could have been better?

After the event

3. Take a few minutes to write some thank-you notes to key volunteers.

4. Take care of the money. Turn in money you collected with specific instructions about how to deposit it. Turn in receipts for reimbursement to the church office, fill out check requests to pay bills and reimburse people. Be ready to note which commissions should be charged for expenses. Do a cost analysis.

5. Be sure to follow through on any special commitments or promises you made during the event.

6. Feeling tipsy? Give feedback to the church office about the event process and leave notes for people who may want to do this event in the future.

Be sure to show your appreciation to volunteers and