

CHURCH MINISTRY EVENT PLANNING PACKET

The purpose of Mosaic Community Church building, grounds and equipment is to serve its faith family, neighborhood and greater community. Church growth requires a need to streamline events and communication in order to foster healthy relationships with the Lord and our church community. The Leadership Team and Pastoral Staff hold final authority of calendaring and building usage based on the vision and bylaws of Canal Street Church: A Mosaic Community.

PURPOSE

Before planning an event consider the main purpose and target audience. We ask you enter into prayer and consideration before starting the planning process. Depending on the goal of the event, planning can vary.

- Event Goal Questions
 - Will this event provide fellowship?
 - Will this event provide discipleship?
 - Is it a community outreach/service event?
 - How does this event promote our vision?

BUDGET

All events must have prior budgeting allotted and approved. Do not assume because the money was allotted in the annual budget meeting that it is available for your event. **The annual budget is a plan** based on what the leadership predicts our financial health will be in the upcoming year. This plan is monitored throughout the year and it is possible that money allotted in the **plan** will not be available at the time for your event or that the church does not have the resources to provide the entire planned amount.

An event budget should include an itemized list of all food, hospitality supplies, office supplies, decorations and other needs required.

- Event budget should be submitted at time of calendar request.
 - Budget request is submitted to Finance and Leadership Team for approval before purchases can be made.

- Spending plan and timeline will be communicated for purchases to be made by church office and reimbursements to leaders based off approval.

ADMINISTRATIVE/STAFF SUPPORT

The following support items should be coordinated with the church office with three-month notice. Some items will not be answered in the first discussion, but most items can and will be scheduled at the three-month mark.

- **Calendar Event Placement**
 - A request for calendar placement should be made 6-12 months in advance by way of the Church Event Form to the staff member directly over your ministry. Please note this only tentatively places your event on the calendar. A building request form must be submitted to confirm.
- **Building Request**
 - A request for building usage should be made six months and advance by way of the Building Request Form submitted to the Building Coordinator. Please note your event will not be confirmed until this form is submitted and approved.
- **Equipment Request**
 - And equipment request form is to be submitted at time of building and equipment request form is to be submitted at time of building request.
- **Publicity**
 - Publicity forms are available and submitted six months you dance in order to pair graphics and streamlined and out. This includes the following:
 1. *Sunday Bulletin*
 2. *Bulletin Inserts*
 3. *E-News*
 4. *Media Screen*
 5. *Social Media*
 6. *Website*

PUBLICITY NOTE:

While prayer and planning are two of the most essential ingredients to a successful event, you cannot overlook publicity. You must get the word out!

One of the most effective ways to publicize is through personal invitation.

Don't wait too late to advertise. A month before the event is not sufficient time. Announcements should start six to eight weeks prior to a one-time event.

Ministry team meetings should give notice to volunteers and members four-six weeks in advance. For repeating monthly events 4 weeks is plenty of time.

OTHER MINISTRY COORDINATION

Collaboration with the different ministry leaders is essential to the smooth operation of your scheduled event. Utilize our current list of volunteers and their spiritual gifts by communicating needs to leaders. If you need a greeter, contact the person in charge of the Connect Team for the church and ask them to provide their support from the list of team members. If kitchen use is requested contact the Hospitality lead for proper instruction and guidelines or to enlist help from their list of volunteers.

- Collaboration should be done as far in advance as possible and must be completed at least 90 days prior to the event. Please email any needed ministry team leaders for collaboration. Contact information can be attained through Planning Center Groups at canalmosaic.churchcenter.com.
 - Connect Team
 - Nursery
 - Hospitality
 - Worship
 - Graphics

FOLLOW UP

Evaluating efforts are equally important as the event day itself. Arrange a time to meeting with attendees, volunteers, and staff to receive feedback on the event.

- Follow up questions to consider.
 - Did we meet our goal?
 - How many people did we serve?
 - What impact did we have on the community?
 - How did the event affect the Church?
- Make a list of things you would do differently, accomplishments, and things that you would add to the next event.
- Gather event stories and photos.
- Post budget review.
 - Were we on budget?
 - Could we have saved money?
- Thank your volunteers.

SUGGESTED TIMELINE FOR MEETINGS AND EVENTS

Depending on the goal of the event, planning can vary. The following timeline is for one-time events, or the first time a monthly event is hosted. This not only ensures proper planning and calendaring conflicts but protects the spiritual health of our staff, volunteers and members.

MEETINGS:

- **2 months**
 - A building usage form should be completed and turned in to the Building Coordinator.
- **1 Month**
 - An email should be sent out to all team members announcing the meeting.

Events:

- **6 Months**
 - Calendar Event Form submitted. (Set date, time, and location of event.)
 - Building Request Form submitted.
 - Equipment Form submitted.
 - Publicity Form submitted.
 - Start to plan day of needs (food, resources, supplies).
 - Discuss budgeting needs. (See budget event form.)
 - Communication plan.
 - Communicate volunteer needs to church family.
- **3 Months**
 - Submit Event Budget Form to Finance Team.
 - Send out registration forms to invitees (if required).
 - Volunteers are confirmed.
 - Save the date announcement goes out via e-news.
 - Facebook event created.
- **2 Months**
 - Registration information goes out via web and Sunday morning.
 - Childcare is confirmed through Office.
- **6 Weeks**
 - Worship bulletin or bulletin insert is published.
 - Promotional material, i.e. nametags are purchased and designed.
 - Online presence for website begins.

- 4 Weeks
 - Volunteer reminders sent.
 - All print material prepared.
 - Confirm childcare needs and ages to ensure proper nursery staffing.
 - Supply lists created and confirmed.
- Week of Event:
 - Supplies purchased and stored.
 - Reimbursement forms with copies of receipts turned into Office.
- Week After Event:
 - Complete and submit Feedback form.

Church Event Form: **CHURCH** Events

Part of Event Planning Packet

6-12 Months Lead

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Event Name _____ **Today's Date** _____

Event Leader _____ **Phone** _____

Email _____

Ministry _____

Date of Event _____ One Time / Weekly / Monthly

Setup Time _____AM/PM **Start Time** _____AM/PM

End Time _____AM/PM **Teardown Time** _____AM/PM

Off Campus **On campus** **Estimated Attendance** _____

Briefly describe the event idea:

The event is designed for:

Fellowship Community Outreach/ Service

Discipleship

How does this event promote our vision?

Building Request Form: **CHURCH** Events
Part of Event Planning Packet
6 Month Lead

Event Name _____ **Today's Date** _____

Event Leader _____ **Phone** _____

Email _____

Ministry _____

Date of Event _____ One Time / Weekly / Monthly

Setup Time _____ AM/PM **Start Time** _____ AM/PM

End Time _____ AM/PM **Teardown Time** _____ AM/PM

Estimated Attendance _____ Food Provided Y / N

Rooms requested (Occupancy): **Off Campus** **On campus**

Hall (80 Dinner 100 Class) Nursery (Estimated Attendance _____)

Kitchen (NA) Upstairs Classroom (25)

Sanctuary (250) Gym (2 adult minimum 1 adult for every 6)

Corner (40)

Parlor (40)

Signature _____

For Office Use Only

Approved by _____ Date _____

Janitorial services confirmed (required): Y/N

Nursery worker confirmed (if applicable): Y/N _____

Equipment Request Form: **CHURCH** Events
Part of Event Planning Packet
6 Month Lead

Event Name _____ **Event Date** _____

Event Leader _____ **Phone** _____

Email _____

A/V Equipment:

- | | |
|---|---|
| <input type="checkbox"/> Projector | <input type="checkbox"/> Mic Stand |
| <input type="checkbox"/> Portable Screen | <input type="checkbox"/> Music Stand |
| <input type="checkbox"/> Microphone (condenser) | <input type="checkbox"/> Portable Sound System (RICC) |
| <input type="checkbox"/> Microphone (hand held) | <input type="checkbox"/> Worship Computer |
| <input type="checkbox"/> Other: _____ | |

Food Service:

- | | |
|---|---|
| <input type="checkbox"/> Warming Trays | <input type="checkbox"/> Cotton Candy Machine |
| <input type="checkbox"/> Pop Corn Machine | <input type="checkbox"/> Cocina Grill |
| <input type="checkbox"/> Other: _____ | |

Room Equipment:

- | | |
|---|--|
| <input type="checkbox"/> 6ft Tables (8 available) | <input type="checkbox"/> Podium |
| <input type="checkbox"/> 8ft Tables (2 available) | <input type="checkbox"/> Red Chairs (50 available) |
| <input type="checkbox"/> Round Tables (3 available) | <input type="checkbox"/> Folding Chairs (30 available) |
| <input type="checkbox"/> Other: _____ | |

For Office Use Only

Approved by _____ Date _____

Publicity Request Form: **CHURCH** Events
Part of Event Planning Packet

Event Name _____ **Event Date** _____

Event Leader _____ **Phone** _____

Email _____

Request for publicity in the following manner:

- | | |
|--|---|
| <input type="checkbox"/> Pulpit Announcement | <input type="checkbox"/> Worship Bulletin |
| <input type="checkbox"/> Website | <input type="checkbox"/> Bulletin Insert/ Flyer |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Graphic |
| <input type="checkbox"/> Media Screen | <input type="checkbox"/> E-news |

Description of events to be used for all publicity:

(What will you be doing? Why should people come? Who should come?)

Graphic design:

Please include theme and design request for any graphics requested.

Event Budget Request Form **CHURCH** Events
Part of Event Planning Packet

Event Name _____ **Event Date** _____

Event Leader _____ **Phone** _____

Email _____

Ministry _____

Event Location: _____

Estimated Attendance: _____

Proposed cost per person for this event (if applicable): _____

Janitorial service (required):

- >25 \$15.00 50-75 \$50.00
 25-50 \$25.00 75-100 \$75.00

Anticipated Revenue

Registrations \$ _____
Donations \$ _____
Sponsorships \$ _____
Fundraising \$ _____
From Budget \$ _____
Other \$ _____

Estimated Expenses

Food \$ _____
Decorations \$ _____
Supplies \$ _____
Guest Speaker \$ _____
Janitorial \$ _____
Childcare \$ _____
Other \$ _____

Total Revenue \$ _____

Total Expenses \$ _____

*If your total expenses exceed your total new, you may need to adjust your program.

For Office Use Only

Approved by _____ Date _____

Feedback Form **CHURCH** Events
Part of Event Planning Packet

Event Name _____ **Event Date** _____

Event Leader _____ **Ministry** _____

The objectives that were met and how:

What went well?

What was not as good as we had hoped?

What do we repeat / not repeat?

Where are we on budget? Could we have saved money? If so, how?
