

Event Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Sub-committee? \_\_\_\_\_ Best Method of Communication: \_\_\_\_\_

## EVENT DESCRIPTION:

Activity/Title of Event: \_\_\_\_\_ Type: \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Time:** \_\_\_\_\_

Target Audience: (ex. Men, women, families, youth, etc.) \_\_\_\_\_ # of people: \_\_\_\_\_

Goal - Summary:

## REGISTRATION:

I need Online Registration/ Sign-up    Open Date: \_\_\_\_\_ Close Date: \_\_\_\_\_

I want to be emailed daily if/when sign-ups happen

This is a recurring event. Describe: \_\_\_\_\_

A person can register additional people under their name: ie. Family members

Just the number of people

Name of guests

Additional custom information, please specify:  
 For example: birthdate, are you bring a dish, childcare needed, etc.

Do registrants need to order other supplies, please specify item(s) & cost  
 for example: t-shirts, books, cds, craft supplies

There are additional forms for people to download, fill-out & return.

If so, please submit a copy digitally to church office or attach to this form.

I will be planning Childcare.

Check that Childcare workers are CAPP certified

I would like to set up a prayer team.

### Office Use Only:

Copy for Church Admin

Copy for \_\_\_\_\_

Copy for \_\_\_\_\_

Copy for \_\_\_\_\_

# Financial Information

**OUTSIDE GROUPS (Office Use only)** Outside Groups must provide their own insurance.

Building Use Fee: \_\_\_\_\_ Date Deposit Paid \_\_\_\_\_ Date Paid: \_\_\_\_\_

Commission Approval: \_\_\_\_\_

**INTERNAL GROUPS** Commission Approval: \_\_\_\_\_

How much money, if any, are you collecting? \_\_\_\_\_ (If none, skip to next section.)  
*(When setting the price, please consider custodial services (if needed), childcare (if paid), materials needed, sales tax, etc).*

The money you are collecting is for (circle) **GOODS/SERVICES** **TAX-DEDUCTIBLE DONATION**

Do you need any forms for people to fill out? (please coordinate with office)

This event requires a deposit

How much? \_\_\_\_\_ When is it due? \_\_\_\_\_

How can people pay? Check all that apply:

- Credit Card Online     Check at the door     Credit Card at the door  
(Church office must approve)
- Electronic Check     Cash at the door

Do you allow refunds? Yes    No    No refund after (date) \_\_\_\_\_

Do you need a moneybox? Yes    No

Change? .25 \_\_\_\_\_ .10 \_\_\_\_\_ .05 \_\_\_\_\_ .01 \_\_\_\_\_ = (total) \$ \_\_\_\_\_

1's \_\_\_\_\_ 5's \_\_\_\_\_ 10's \_\_\_\_\_ 20's \_\_\_\_\_ = (total) \$ \_\_\_\_\_

I understand that I need to turn in all monies received immediately after the event.

Money will be allocated to which account(s) \_\_\_\_\_

If you need reimbursement for you or someone else, please fill out a check request form, available in the church office, attach & return all receipts to it.

Any additional notes/ information that would be helpful:

## Office Use Only:

- Copy for Treasurer  
 Copy for \_\_\_\_\_

Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_  
 \_\_\_\_\_  
 Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Event coordinator is responsible for content. Content is **due 4 days prior** to completion.  
 PLEASE **submit electronically** verbiage for bulletin & Enewsletters  
 Information provided past deadline will not be guaranteed for production  
 Staff reserves the right to change verbiage based on space & availability.

Promotional Options: Insert Date →	Check if Desired	8 Wks	7 Wks	6 Wks	5 Wks	4 Wks	3 Wks	2 Wks	1 Wk
		before	before	before	before	before	before	before	before
Graphic/Color Scheme for all publicity items Coordinate with Communications Director									
Website Front-Page Slider or Box (not guaranteed, space is limited)									
Webpage for Details									
E-Newsletter									
Bulletin Insert (only once)									
Bulletin Announcement									
Welcome Center Information Sheet Coordinate with Communications Director									
Pre-service PowerPoint Slide									
Facebook Posts									
Flat Panels									
Postcard/ Mailing									
Expanded Internet Advertising									
E-mail Blast about your event									
Announcement in church (not guaranteed, time in service is limited)									
Focus on Mission									
Registration/Information Table Leading up to event									
Church Sign									
Staging Area									
Registration/Information Table AT event									
Other:									

# Tips about Announcements

- Request early. You may not be able to give your message on the Sunday you wish if there are too many already scheduled.

If you ask for time on a Sunday morning without prior clearance, expect the answer to be "NO"

- Short is better. **THINK ABOUT WHAT YOU WANT TO SAY, SAY IT CLEARLY AND CONCISELY .**

Time the presentation beforehand: if you are not accustomed to public speaking, it can tend to take longer than you think .

- Sit up near the front of the sanctuary on the right side so when your turn comes you can step right up to the microphone.

- Once up in front, identify yourself if the someone else has not done so. Say, "Hi, my name is \_\_\_\_\_" and then go into your announcement.

- Assume that your audience has never heard about your subject matter before. We usually have visitors who don't have a clue about things that are very familiar to regular attenders. So don't use abbreviations or shortened references to subjects or activities that are only familiar to insiders.

Example: "Portage Lake Covenant Bible Camp" not PLCBC/Portage Lake  
Example: Introduce VBS as Vacation Bible School at least once in your announcement.

- If you want people to contact you or someone else for more info, be very clear about how to do that. it's not sufficient to say "contact me" as some won't know who you are or where to find you — make sure names and phone numbers are in the bulletin and/or on the screen.

- Tell people where to go to sign up: don't just say "go into the Fellowship

Hall" but "Our signup table is in the Fellowship Hall which is immediately to your right as you exit the sanctuary" Have the registration website on the screen and/or bulletin announcement that coincides with your message.

- Use a visual such as pictures and/or information on a PowerPoint slide
- A video can accentuate your message. if you have video you must get that to church by the Wednesday before the presentation and put it in the "Media Mailbox" in the small room just off the lobby by the Prayer Room.

Video material will be considered to be part of the time allotment for your announcement.

- Costumes and props can help people remember. The use of costumes and props can help get you noticed, but let's be in good taste. Bring props up to the front with you and take them back when finished.



Speak directly in the microphone. Speak slowly. Time your presentation.



A visual helps the congregation remember your event. Get any PowerPoint Slides or videos to the Media Team by Wednesday prior.

## Bulletin Announcement:

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## Enewsletter Announcement:

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Event Name: \_\_\_\_\_ Date: \_\_\_\_\_

Building Open Time: \_\_\_\_\_

Who opens? \_\_\_\_\_ Phone: \_\_\_\_\_

**Event Time:** \_\_\_\_\_

Main Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Who closes? \_\_\_\_\_ Phone: \_\_\_\_\_

Set-Up Date/Time: \_\_\_\_\_ (on your own? Y/N) If no, additional fees may apply

Clean-Up Time: \_\_\_\_\_ (on your own? Y/N) If no, additional fees may apply

**Final details must be submitted to the Office 7 business days before your event.**

Anticipated attendance? \_\_\_\_\_ Final Number (Office Use) \_\_\_\_\_

	Classroom(s) list:		Kitchen (coordinate with Kitchen Manager)		Van (additional usage form needed)
	Nursery		Fellowship Hall		Trailer
	Prayer Room		Multipurpose/ Gym		NONE
	Sanctuary Items moved? Y N By Who? _____		Library		Other:

**Rooms Needed:** Check all that apply & Circle Primary Location (subject to availability)

**LAYOUT NEEDED:** Sketch/ describe room set-up. Include # of tables/ chairs

I also need... (circle all that apply) Podium Microphone Power Cord Projector &

Screen Computer Computer Speakers Presentation table

Pens/Pencils Nametags Markers

Notepads Room Dividers Easel

Flip Chart White Board

**Office Use Only:**  
 Copy for Building Manager

Event Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

<p>By offering childcare, you are providing a much needed service for parents and your event will be even more successful.</p> <p>When offering "Childcare by Reservation", give yourself enough time to find appropriate childcare workers by setting a cut-off date for reservations. After the cut-off date, allow additional reservations <b>only</b> if it fits in with the rooms &amp; number of workers already set in place.</p> <p>Contact the Children's Pastor or the Child &amp; Adolescent Protection Program (CAPP) coordinator for the current policy, procedures &amp; forms. The policy not only protects the children but it also protects the workers/volunteers &amp; Faith Covenant Church.</p> <p>All childcare providers must have</p>	<p>completed the CAPP screening process by turning in a completed, signed volunteer application.</p> <p><b>Please understand, for the protection of our children, workers and church, if the above requirements are not met, then childcare can <u>not</u> be provided. The CAPP policy must be followed closely.</b></p> <p>PLEASE NOTE: Compensation for paid childcare workers is at the rate of \$8-10/ hour and must be paid promptly.</p> <p>A FEW REMINDERS FROM THE CAPP POLICY: Any injuries and/or behavior issues must be reported to the childcare coordinator for the event. Parents are to be notified immediately of any issues involving their child(ren). All issues must be reported to</p>	<p>Faith Covenant Church via appropriate staff/pastors present. For liability reasons, forms must be completed for injuries and forwarded to the insurance company.</p> <p><b>ALL CHILDREN'S CLASSROOMS ARE PEANUT-FREE AND TREE NUT-FREE.</b></p> <p>Always ask if there are special needs or allergies.</p> <p>Children are not allowed to hurt each other or hurt themselves. Parents must be informed immediately if problems persist.</p> <p>Diapering and other toileting aid must be handled by a responsible adult and the other childcare worker must stay in view of and in charge of the other children during the process.</p> <p>For more information about children at various ages and ideas about what to do with them, please contact the Children's Pastor.</p> <p>If your event has only a few children for childcare, they may be grouped</p>
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**Have you?...**

	Provided a list of childcare workers to office		Coordinate payment to childcare workers
	Determined rooms to use		
	Confirmed workers have all completed the CAPP policy		

**Office Use Only:**

Copy for CAPP coordinators