

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: **GOODS/SERVICES** **TAX-DEDUCTIBLE DONATION**

Do you need any forms for people to fill out? YES NO (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.

Processing can take up to 2 weeks.

Any additional notes/ information that would be helpful:

Office Use Only:

- Copy for Treasurer
 Copy for _____

Event: _____ Date of Event: _____ Time: _____
 Coordinator: _____ Phone: _____
 E-mail: _____

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	Check if Desired	8 Wks before	7 Wks before	6 Wks before	5 Wks before	4 Wks before	3 Wks before	2 Wks before	1 Wk 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									
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									
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.

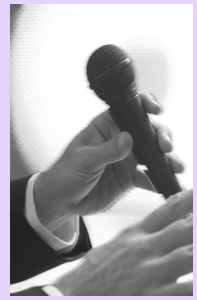
- If you want people to contact you or someone else for more info, be very clear about how to do that. it's not sufficient to say "contact me" as some won't know who you are or where to find you — make sure names and phone numbers are in the bulletin and/or on the screen.
- Tell people where to go to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

Enewsletter Announcement:

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? Yes No If no, additional fees may apply

Clean-Up Time: _____ on your own? Yes No 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) _____

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

	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:

LAYOUT NEEDED: Describe room set-up. Include # of tables/chairs

I also need: (check all that apply)

Projector & Screen	Computer	Podium	Microphone	Power Cord
Nametags	Markers	Computer Speakers	Presentation Table	Pens/Pencils
Flip Chart	White Board	Notepads	Room Dividers	Easel

Other: _____

Sound Tech? Y N Media Tech? Y N

Do you need the office to coordinate? Y N

Registration table (where? _____)

Office Use Only:	
<input type="checkbox"/>	Copy for Building Manager
<input type="checkbox"/>	Copy for _____

Event Name: _____ Date: _____ Time: _____

Main Contact Name: _____ Phone: _____

By offering childcare, you are providing a much needed service for parents and your event will be even more successful.

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 **only** if it fits in with the rooms & number of workers already set in place.

Contact the Children's Pastor or the Child & Adolescent Protection Program (CAPP) coordinator for the current policy, procedures & forms. The policy not only protects the children but it also protects the workers/volunteers & Faith Covenant Church.

All childcare providers must have completed the CAPP screening process by turning in a completed, signed volunteer application.

Please understand, for the protection of our children, workers and church, if the above requirements are not met, then childcare can not be provided. The CAPP policy must be followed closely.

PLEASE NOTE: Compensation for paid childcare workers is at the rate of \$8-10/hour and must be paid promptly.

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

Faith Covenant Church via appropriate staff/pastors present. For liability reasons, forms must be completed for injuries and forwarded to the insurance company.

ALL CHILDREN'S CLASSROOMS ARE PEANUT-FREE AND TREE NUT-FREE.

Always ask if there are special needs or allergies.

Children are not allowed to hurt each other or hurt themselves. Parents must be informed immediately if problems persist.

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.

For more information about children at various ages and ideas about what to do with them, please contact the Children's Pastor.

If your event has only a few children for childcare, they may be grouped

Have you?...

<input type="checkbox"/>	Provided a list of childcare workers to office	<input type="checkbox"/>	Coordinated payment to childcare workers
<input type="checkbox"/>	Determined rooms to use	<input type="checkbox"/>	
<input type="checkbox"/>	Confirmed workers have all completed the CAPP policy	<input type="checkbox"/>	

Office Use Only:
 Copy for CAPP coordinators