

Church Event Planning

When you are planning an event, no matter how small, *please* take a minute to think ahead. If we want people to know about these things and come, we need to get the word out.

Don't assume that because it's been discussed at some meeting, these things will automatically happen. If you're in charge of an event, **you** need to notify the proper people.

Check things off as you do them so that you make sure things don't get forgotten.

- Church Calendar – Make sure you put it on the calendar in the office AND tell Judy Maggs, so it can go into the online calendar.
- Does this need publicity in the papers? Talk to Barb Hanna NOW. Most print media require things at least a few weeks ahead of time.. And that's 2 weeks before publication, which is generally up to a week before the event itself. Don't wait until it's too late!!
- Website/Facebook/Weekly Email/Epistle Newsletter – Let Judy Maggs know as soon as you have the info. If you have a flyer, give her a copy or email one to her, so she can use it. Pictures/related websites, etc. are all helpful!
- Flyer – If you need a flyer and can make your own, that would be great. If you need help coming up with something talk to Judy Maggs. (She'll need *all* the info you want on the flyer.)
- Use of rooms – Make sure David Payne knows what you need and when. Fill out one of the **Room Use** forms as soon as possible.

Things to consider for all events:

- Date(s) and time(s)
- ALL rooms needed.
- Furniture/supplies/equipment needed
- Contact person – name and phone/email
- Cost if applicable
- Deadline for reservations/tickets
- Description of event, including target ages
- Contact Person

Remember: DON'T WAIT! Things come up way more quickly than you expect, and people need the info way sooner than you think.

AND if your event is cancelled, please let the same people know right away, so they can pull the publicity.

Room Use:

If you're planning any kind of event/meeting, please fill this out, make a copy, and put one in *David Payne's mailbox* and one in the *Trustees' mailbox*.

Name of Event: _____

Date of Event: _____

If this is a repeating event, please list all dates: _____

Start time: _____ End time: _____

Circle one: *Church event* *Outside event*

Set-up date and time, if applicable: _____

Contact person: _____ Phone #: _____

Main location of event: _____

ALL rooms needed: _____

Furniture/equipment needed: _____

Clean-up provisions: _____

Need help with set-up/take down? _____

Any other information that would be useful: _____

(Please remember to close any windows you have opened!)