

Timeline	Tasks	Responsible Person
10 weeks before event, continued	<input type="checkbox"/> Provide Associate Pastor of Ministry with event marketing information for approval (Bulletin Announcement, verbal announcement [by noon on Tuesday of the week requested], website, posters, scrolling marquee in Fellowship Hall, mailing, *Letter of Hope, etc.)	*Currently, the Letter of Hope is out of publication
8 weeks before event	<input type="checkbox"/> Complete a Meeting Room Request form and submit to the Communications Director with the number of participants expected, so the appropriate room may be assigned. <input type="checkbox"/> Submit an Audio/Visual Support Request form to Director of Communications for poster of event, scrolling marquee, and A/V needs (microphone, white boards, projectors, screen, podium, etc.) <input type="checkbox"/> If food is being requested - Submit a completed Event Planning and Food/Supplies Order Request Form to the Director of Communications. This form will be forwarded to the Clergy Advisor, Culinary Director and Business Manager <input type="checkbox"/> Order any books or supplies needed for event/activity from Business Manager using the Purchase Requisition for Supplies and Services form <input type="checkbox"/> Discuss any special orders with the Business Manager Do not make any unapproved purchases. They will be considered unauthorized and deemed gifts/donations. You will be responsible for the purchase; reimbursements will not be issued.	Chair or Marketing/ Advertising Coordinator or Ministry Designee

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4 weeks before event	<ul style="list-style-type: none"> <input type="checkbox"/> Submit bulletin announcement to the Church Secretary to run 3 Sundays prior to event (cc: Business Manager, Clergy Advisor) <input type="checkbox"/> Email request for verbal announcements at Sunday services to Associate Pastor over Worship (cc: Pastoral Care, Business Manager and Clergy Advisor) <input type="checkbox"/> Identify workers for event (registrars, set-up crews, and clean-up crew, as needed.) <input type="checkbox"/> Notify Trustees if security is needed <input type="checkbox"/> After your room has been confirmed, submit the applicable Floor Plan Request Form along with a written request to Director of Communications that room be opened at the requested time; provide time that access to building is needed. Request any special room set up (including registration and food service tables, etc.) <input type="checkbox"/> Submit a Work Request Release Form to your Associate Pastor for any large administrative tasks (copies, name badges, folders, registration materials, etc.) work to be duplicated or typed. <input type="checkbox"/> Complete a Display Table Reservation Form and submit to the Business Manager if you need a table in Fellowship Hall to advertise your event 	Chair or Marketing/ Advertising Coordinator
2 weeks before the event	<ul style="list-style-type: none"> <input type="checkbox"/> Estimate the number of guests based on the type of event, number of registration forms received <input type="checkbox"/> Follow-up with Communications Director with update of number of guests <input type="checkbox"/> Submit a written request to the Nursery Ministry if necessary for babysitting <input type="checkbox"/> Secure a babysitter, if needed <input type="checkbox"/> Prepare on-site registration forms <input type="checkbox"/> Assemble participant folders 	Chair or Event Coordinator

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1 week before event	<input type="checkbox"/> Confirm the <i>Event Planning and Food/Supplies Order Request Form</i> has been received and give update of guest count to Culinary Director and Business Manager <input type="checkbox"/> Follow up with babysitters with updated information	Chair or Event Coordinator
2 days before event	<input type="checkbox"/> Do final check for all resources and components <input type="checkbox"/> Have a copy of all relevant phone numbers (for example: Trustee of the Month, Security, Clergy Advisor, Culinary Director, etc.) in case your team needs help during your event	Chair or Event Coordinator
Day of event	<input type="checkbox"/> Arrive 1 hour early to set up <input type="checkbox"/> Stay 1/2 hour afterward to clean up	Ministry Team