

To plan an event at Christ Covenant Church:

1. Obtain a ministry sponsor. (See list of sponsors on next page.)

Ministry sponsors are Senior Staff members with authority to approve & oversee events on campus.

2. Work through the checklist below.

PREPLANNING

- Pray about the event
- Check facility availability with Operations Department (*contact Marilyn Frucella*)
- Determine budget for the event (out of ministry sponsor's department budget if using church funds)
- Recruit volunteers for event, if needed
- Determine agenda for the event
- Determine how people will sign up (*If online, check with web manager Kelly Keesling first*)

FACILITIES, EQUIPMENT & MATERIALS

- Reserve rooms (include set-up and clean-up time) (*contact Marilyn Frucella in Operations*)
 - Reserve any kitchen space required (A-building or C-building kitchen)
 - Determine sizes/types of tables and chairs needed and where they will come from
 - Determine paper products, condiments, silverware, tablecloths, etc. needed and where they will come from
 - Obtain quick reference card from Operations with emergency contacts for needs during event
- Reserve any audio or visual equipment, TV, DVD player, sound system, etc. needed (*through Liz McNulty in Worship Dept.*)
- Plan childcare needs (*contact Event Childcare Coordinator Mindy Thornton*)
- Plan for day-of-event needs such as nametags, rosters, decorations, childcare registrations, evaluation forms, etc.

MARKETING - How will you promote the event?

Subject to Communications Dept. approval – not all types of communication can be used for any event.

- E-Courier (*send info to Stelle Snyder*)
- Brochures/flyers available at Information Desk (*notify Mary Jo Culver*)
- Volunteer(s) in lobbies on Sundays to pass out info (*notify Mary Jo Culver for scheduling*)
- Website (*send info to web manager Kelly Keesling*)
- Announcement slide on Sunday (*send info to Stelle Snyder*)
- Announcement in worship folder (*send info to Stelle Snyder*)
- Email blast to all women, all men, or all members (*large church-wide events only; send info Kelly Keesling*)
- Banner (Indoor or outdoor; *must be approved by Operations and Communications departments prior to creating/ordering*)
- Video on Sunday (*must be pre-approved by Worship Department; consider budget to produce/edit video*)
- Postcard/mailer (*discuss with print manager Kim Tapp prior to creating*)

FINANCIAL

- Review budget & determine event cost
- Determine childcare expenses
- Determine speaker fees
- Determine cost of equipment, materials, advertising/marketing
- Set fee to be charged for event & method of payment (*If online, discuss with Kelly Keesling first*)
- Submit expense reimbursement forms for your receipts (*due to Finance Department by 8:30 a.m. on Mondays*)

AFTER THE EVENT

- Review survey results – determine what worked, and what didn't
- Send thank you notes or gifts to volunteers / key participants

Ministry sponsors (for events on campus)

18/22 Generation (college age)	Stuart Lockhart704-708-6161
Campus Outreach.....	Zach Fulginiti704-814-1053
Children’s Ministry	Karen Chambers704-814-1026
Christian Education (Sunday school, conferences, etc.)	Gabe Sylvia704-708-6168
Concerts and Productions	John Haines 704-708-6124
Covenant Day School.....	Mark Davis 704-814-1002
Facilities/Grounds	Rick Ely 704-814-1050
Hospitality	Susan Shepherd704-814-1016
Marriage Ministry.....	Bernie Lawrence704-708-6110
Men’s Ministry	Bernie Lawrence704-708-6110
Mercy Ministry	Mike Miller704-814-1056
Outreach & Missions.....	Mike Miller704-814-1056
Pastoral Care (counseling, marriage, job transition, etc.).....	Bernie Lawrence704-708-6110
Senior Adults	Bruce Creswell704-708-6106
Small Groups	Bernie Lawrence704-708-6110
Sports/SOAR.....	Jenny Young704-814-1055
Worship	John Haines704-708-6124
Women’s Ministry	Susan Shepherd704-814-1016
Young Families.....	Gabe Sylvia704-708-6168
Young Professionals	Mike Miller704-814-1056
Youth & Family Ministry (middle school & senior high)	Bernie Lawrence704-708-6110
<i>**All other areas & questions</i>	<i>Sandy Spitz</i>	<i>.....704-814-1010</i>

Event Related Contact List

Operations/Equipment

Room reservations, equipment needs	Marilyn Frucella704-814-1021
Audio/visual needs	Liz McNulty704-814-1031
Emergency /non-emergency “on call” contacts.....	Rick Ely704-604-5919
	Ed Adelman704-604-5937

Communications

Announcements/publicity requests	Stelle Snyder704-708-6151
Website/registrations/e-mails.....	Kelly Keesling704-708-6126
Print Media	Kim Tapp704-814-1012
Information Desk/lobbies.....	Mary Jo Culver704-814-1039

Children’s Ministry

Event childcare	Mindy Thornton704-708-6133
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Finance

Expense reimbursement.....	Kristina King704-814-1014
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