

START OF EVENT GUIDELINES

Function----- Date-----

- **IN PLANNING MEETINGS, EVENT FORMS MUST BE SUBMITTED AT LEAST 2 WEEKS PRIOR TO ANY MEETINGS AT CHURCH, INCLUDING ANY ROOMS NEEDED FOR EVENT (FORM ON WEBSITE OR PAPER FORM IN OFFICE)**
- **QUARTERLY COORDINATORS, TEAM MEMBERS, AND WOMEN'S ADVISORY TEAM LEAD SHOULD BE COPIED ON ALL EMAILS SENT OUT**
- Team meetings may be held in the following increments: 3Mo, 2Mo, 1Mo, and 1 week, at your discretion
- Quarterly Coordinators meet with Team Facilitator(s): Review Check list/Guidelines/Roster/discuss possible Program Themes, decorations, etc. **Note: Anyone who needs access to the upstairs rooms must check in with the Church Office and the Hospitality Team.**
- **3 months ahead:** QC schedules 1st "Team meeting." Facilitator directs team as follows:
 - **Facilitator:** schedules 2nd "All Team Meeting" (program, A/V Media, décor, hospitality, food/kitchen. Send notes to team members. ***If you have an outside speaker**, submit appropriate online form to the Women's Ministry Advisory Team Advocate for approval. **See Contact List.**
 - Facilitator needs to provide a summary of the meeting discussion to all that will be working on the event.
- **2 months ahead: Facilitator gives event Program Approval Form to QC for approval by Advisory Team**
 - Send ads to Church Office for (bulletin, newsletter, and overheads). Also send ad to WM newsletter contact. **See Contact List.** *(WM Newsletter will also be printed for handouts at events)*
 - Schedule kitchen training, if needed. **See Contact List.**
 - Contact A/V Lead for any necessary A/V needed for event. **See Contact List.**
- **1 month ahead:** Set dates needed to discuss the following:
 - Kitchen helpers, program rehearsal (if needed), food shopping, A/V setup
 - Food prep either in A.M. of prior day to event or morning of event
 - The new member table needs to be reserved by the Hospitality Team, if needed. **See Contact List.**
 - Hostesses are assigned (by the Hospitality Team, one for each table) to refill table pitchers and/or help any guest (ex. getting their food or drink)
 - 2 to 4 greeters for door and checking in guests. More may be needed depending upon size of event.
- **2 weeks ahead: Confirm**
 - Confirm ALL plans for event (food prep, program, decorations, hostesses, greeters, A/V equipment)
 - Contact speaker, if used, to finalize details for program
 - Check supplies needed for event (all items in pantry). Note shortages on kitchen wall list.
 - Facilitator notifies Hospitality Team members of meeting date. Gives them WRITTEN DIRECTIONS of any instruction to be carried out
 - Request any copies from the Church Office that are needed for the event. **(Use appropriate online form or paper form at the Church Office. You may Email Church Office, or place print request in mailbox of Church Office Manager, Leigh Ann Johnsey. Mailbox is outside the office reception desk area.)**
- **1 week ahead:** finalize all plans for event day
 - Make reminder call to Deacon that is assigned to take out trash from event (see schedule on bulletin board)
 - Get total expected guest signup count from WM AT Registrar (jotform) and QC. **See Contact List.**

- For table set up in Fellowship Hall or Gathering Hall – **See Contact List.**
- Location of event to be determined on a case-by-case basis dependent upon the anticipated number of attendees. (Fellowship Hall or Gathering Hall).
- Confirm there is enough room in the kitchen refrigerator for food
- Contact WM AT Registrar for count of how many have registered for food shopping. **See Contact List.**
- Shop for food needed, save receipts. Check current budget allowance.
- Fill out Request for Funds Form (find on kitchen wall). Make 2 copies of form and receipts and attach together. (Make a copy for your own records). You should have 3 copies in total. **Give 2 copies of signed Request for Funds Form and receipts to WM AT Treasurer for reimbursement. See Contact List.**
- Fill out the agenda form for the event with the names of who will participate; give a copy to all that are participating, and on the day of event place one on the podium.

Day prior event:

- Decorations are in the Women's Ministry downstairs storage closet for your use.
- Decorations **MUST** be placed back in bin it was taken from and bin returned to storage closet.

Day of event: Food prep, Hospitality Team Lead meets with table Hostesses, review all necessary information to everyone that is working the event, fill out and sign end of function form and give to QC.

- **** Plastic pitchers must be cleaned in the dishwasher for sterilization**
- **Remind team members that the Deacon is assigned to take out trash ONLY. Team members are responsible for cleaning up and dishwasher.**

Team Facilitator_____

Quarterly Coordinator_____