

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 THE WOMEN'S ADVISORY TEAM LEAD SHOULD BE COPIED ON ALL EMAILS SENT OUT**
- Team meetings may be held in the following increments: 3-6 Mo, 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.**
- **3-6 months ahead:** QC and/or Team Facilitator(s) schedules 1st "Team meeting". Facilitator directs team as follows:
 - **Facilitator:** schedules 2nd "All Team Meeting" (program, Women's Media Team, décor, hospitality, food/kitchen). Send notes to team members. ***If you have an outside speaker**, submit the appropriate online form, to the Women's Ministry Team Lead and Women's Ministry Church 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.
- **2-3 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). See **Contact List. (Church Newsletter – NEWSFLASH will be printed at all Women's Ministry events).**
 - Schedule kitchen training, if needed. **See Contact List.**
 - Contact Women's Media Team Lead for the necessary A/V needed for event. **See Contact List.**
- **1 month ahead:** Set dates needed to discuss the following:
 - Kitchen helpers, food shopping, A/V setup and program rehearsal/sound checks (**Please see WM Media Team Protocol instructions**)
 - Hostesses are assigned (By the **Hospitality Team, one for each table**) to hostess the guests at tables and/or help any guest (ex. getting their food or drink for someone at their table, as needed)
- **2 weeks ahead: Confirm**
 - Confirm ALL plans for event (food prep, program, decorations, hostesses, Women's Media Team - A/V equipment, mics, videos, music is all scheduled accordingly)
 - Contact the speakers, if used, to finalize details for program. If an outside speaker is used, ensure that the WM Media Team has everything they need from that speaker (presentation slides, video, music, etc.)
 - Check supplies needed for event (all items in pantry). Note shortages on kitchen wall list.
 - Facilitator notifies Hospitality Team members of meeting dates. 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 the Deacon that is assigned to take out trash from the event (see schedule on bulletin board)
 - Get total expected guest signup count from the QC and/or from the Event Registrar. (jotform)
 - For table set up in FH or Gathering Hall contact Marv Crowley. **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 the Gathering Hall area)
 - 4 to 8 greeters for door and checking in guests. More may be needed upon size of event. Check with Registrar (**See Contact List**)
 - Confirm there is enough room in the kitchen refrigerator for food. **Please put a label on the food you place in the refrigerator. (example: WM LUNCHEON – Watermelon)**
 - Contact Registrar (**See Contact List**) for count of how many have registered for the event - for your food shopping
 - Fill out the agenda form for the event with the names of who will participate; **give a copy to all teams that are participating, including kitchen team, and place one of the agendas on the podium.**

Day prior event:

- Continue to shop for food as needed, save receipts.
 - Food prep either in the A.M. of prior day to event or the morning of event.
 - Fill out request for funds form (find in the kitchen), make 2 copies of form and receipts and attach. Give all to the Facilitator. Facilitator will give it to the WM Treasurer (**See Contact List**) for reimbursement (make copy for your own records). You should have 3 copies in total.
 - Decorations are in the Women’s Ministry (WM) storage closet for your use.
 - Decorations **MUST** be placed back in bin it was taken from and bin returned to the WM storage closet.
 - The New Member table needs to be reserved. (if needed) **See Contact List.**
- **Day of event:** Food prep, **Hospitality Team Lead** will meet with table Hostesses and Greeters to review all necessary information to everyone that is working the event.
 - **Facilitator will fill out and sign the End of Function Form and give to QC to sign and submit.**
 - **** Plastic pitchers and any utensils must be cleaned in the dishwasher for sterilization.**
 - **Remind team members that the Deacon is assigned to take out trash ONLY. ALL Team members are responsible for cleaning up, and team members are responsible for the dishwasher.**

Team Facilitator _____

Quarterly Coordinator _____