



The "Exciting" SHBC

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Dr. Howard E. Anderson, Sr. - Pastor

MINISTRY EVENT PLANNING GUIDE

(This document is intended to be used in conjunction with the SHBC policy and guideline documents regarding events.)

STAGE I: EVENT APPROVAL

Lead time: Conferences (6 – 9 mos.) Workshops/Programs (4 – 6 mos.)

- Establish Ministry Event Council *(refer to Roles and Responsibilities for council makeup)*
- Determine the following event committee chairs:
 - Planning Committee
 - Budget Committee
 - Program Personnel Committee
 - Event Site and Accommodations Committee
- Submit SHBC Ministry Program & Event Outline Form for Event / Budget approval
- Submit a Proposed Event Budget Form to Church Administration *(Church Administration must approve budgets for all events)*
- Select and invite guest speakers with Pastor's approval
- Select and obtain bids for available venues for outside events.
- Schedule a meeting with appropriate church staff member.

Meeting Date: _____

STAGE II: INITIAL PLANNING MEETING

Lead time: Conferences (6 mos.) Workshops/Programs (4 mos.)

- Clarify additional committee needs:
 - Publicity/Promotions Committee
 - Event Setup/Cleanup Committee
 - Production Committee
 - Foodservice Committee
 - Hospitality Committee
 - Registration Committee
 - Souvenirs Committee
- Confirm dates and budget for event
- Complete a Ministry Event Schedule Planner to assist in managing event tasks.
- Obtain contract for outside event venues ***(ALL contracts must be approved and signed by the Pastor or his designee)***
- Clarify additional needs and download appropriate forms from church website:
 - Audio
 - Publicity/Promotions
 - Decorations
 - Food Service
 - Ministry Assistance Request
 - Security
 - Transportation
 - Visual



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- Determine additional needs
- Schedule meeting with committee chairs
- Plan and delegate event assignments

STAGE III: FOLLOW-UP WITH COMMITTEE CHAIRS

Lead time: Conferences (3 mos.) Workshops/Programs (3mos.)

- Submit appropriate request forms for the following:
 - Audio/Visual
 - Publicity and Promotions
 - Decorations
 - Foodservice
 - Event Setup
 - Ministry Assistance Request
 - Requisition Forms
- Send follow-up letters to guest speakers participating in the event
- Requisition any items that require deposits or pre-payments **
- Request volunteers for specific committee areas
- Arrange for announcements via radio or external entities *(if applicable)*
- Schedule follow-up meeting with committee chairs

****Any item to be purchased or rented priced more than \$100 must be submitted to church staff on a Requisition Form. Requisition Forms must be submitted 14 (days) in advance for items requiring external purchases. Please check with church staff before requests are made for specific items.**

STAGE IV: MINISTRY DEPARTMENT FOLLOW-UPS

Lead time: Conferences (2 - 3 mos.) Workshops/Programs (2 - 3mos.)

- Reserve rented audio/visual equipment for the event
- Make hotel and flight reservations for guest speakers if applicable
- Begin registration for event
- Assign other responsibilities as needed, *(i.e: Speaker Hosts, Program Hosts)*
- Meet with Church Staff to design publicity and promotional materials *(posters, flyers, etc.)*
- Announce event in Upcoming Events Newsletter
- Place informational flyers in Sunday School classes and in building pamphlet holders



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- Follow-up with volunteers regarding specific assignments
- Develop detailed rehearsal schedules for programs (*be sure to include final rehearsal with Audio/Visual Dept.*)
- Schedule meetings with Ministry Leaders and Church Staff as needed, (*i.e., Audio/Visual Dept., Greeters Ministry Leaders, Music & Fine Arts, etc.*)

STAGE V: PUBLICITY AND FOLLOW-UP

Lead time: Conferences (1 month)

Workshops/Programs (2wks. – 1month)

- Post publicity/promotions materials on church grounds
- Place announcement in bulletin
- Distribute flyers, postcards, emails, etc. for event.
- Send final letters to speakers reiterating pertinent information regarding their participation in the event (*i.e.: speaking schedule, assigned Host, contact numbers, hotel & flight itinerary, etc.*)

STAGE VI: PREPARATION

Lead time: Conferences (2 weeks)

Workshops/Programs (2 weeks)

- Submit Requisitions for all remaining expenses, including speaker fees/offerings**
- Submit room layout(s) for event setup
- Submit all audio and video to be used at the event
- Submit final food order requests

****Any item to be purchased or rented priced more than \$100 must be submitted to church staff on a Requisition Form. Requisition Forms must be submitted 14 (days) in advance for items requiring external purchases. Please check with church staff before requests are made for specific items.**

STAGE VII: FINAL PROGRAM PREPARATION

Lead time: Conferences (5 - 10 days)

Workshops/Programs (5 - 10 days)

- Perform final rehearsal for programs
- Emphasize programs/events with special announcements
- Confirm roles and responsibilities with Volunteers and Ministry Leaders

STAGE VIII: EVENT

- HAVE A SUCCESSFUL PROGRAM!!!

STAGE IX: EVENT CLOSURE

- Send written thank you notes to special participants and guest speakers
- Submit all final receipts for expenses less than \$100
- Perform cost analysis (*budget vs. actual expenses*)
- Submit Post-Event Evaluation Form