

Steps for Securing a Calendar Date

Scheduling Rehearsals & Regular Meetings;

- 1. Fill out the Event Request Form and all that applies to your event. All dates must be approved by the Elder over your branch. (written, e-mailed or verbal)**
- 2. Fill in #13 so we can schedule someone to open and close the building for you; or indicate if you have a key and a security code and sign that you will be responsible**
- 3. Except for weekly dates fill in all the dates for 6 months to a year (#7).**
- 4. For weekly dates simply indicate the day and time; write weekly and include exceptions (ex – Thursdays at 7:00 every week except Thanksgiving and Dec 20)**
- 5. For monthly and quarterly dates call the office to confirm your date 2 weeks before so it can be put in the bulletin, give any information updates at that time.**
- 6. It is very important that you notify us as soon as possible about cancellations so that our Sexton can be notified. If it is an emergency, last minute cancellation after you notify your participants please call Mike Hartsock directly (**
- 7. You will be assigned a room by the office staff, please stick with your assignment unless notified otherwise. If your needs change please let us know.**

Scheduling Meetings (Occasional)

- 1. At least a month before your meeting check the church calendar to select a good date, pick an alternative date as well. Call the office to get the most current information and hold a date.**
- 2. Fill out the Event Request Form and all that applies to your event. Once it has been approved it will be put in the Bulletin. Please fill in #27 on your form.**
- 3. You will be assigned a room and contacted by other Administrative staff as needed to confirm details.**
- 4. Fill in #13 so we can schedule someone to open and close the building for you; or indicate if you have a key and a security code and sign that you will be responsible**
- 5. Make sure you fill out # 8, 9, & 10 so we can assign a room that will meet your needs.**
- 6. Determine the responsible person who will make sure everything is put back in good order. (See *Building Use Guidelines attached to Event's form*)**

Scheduling Major Events;

- 1. Begin planning 3 months to a year before to secure your date. Check with office staff to hold a date.**
- 2. Completely fill in your Events form and get Elder's signature.**
- 3. Check Event planning and PR assistance #24 and you will be contacted and assisted by the Event's Planning team with your planning process.**
- 4. Schedule regular planning meetings with your team. Make a timetable, goals, objectives etc....**
- 5. Indicate if the event will be held at another location.**
- 6. Notify Office staff 3 months before the event to put the basic information in the "Upcoming Events section". Make arrangements with the office to pass out flyers, brochures or do a mailing.**
- 7. Secure permission from Pastor J for a designated person to make special appeals.**
- 8. One month before the event call or e-mail the office about your more in depth announcement. Give additional information. Tell them how long you need the announcement run.**

Announcement Guidelines

- 1. The Administration will decide which announcements will be put in the Bulletin or on the Power Point presentation.**
- 2. Please give us adequate time and complete, correct information. People must have enough time to put your date on their schedule and get money for any fees. They must hear things over and over before it registers.**
- 3. For small, specific meetings please make phone calls rather than trying to put the announcement into the bulletin, however you still need to clear the date and get room assignment if it is to be held in the building. This can be done by phone.**
- 4. Please go through the process that we have indicated, fill out your form. The forms can be put in the box at the Leader's Resource Center, e-mailed or faxed into the office. Some information can be called into the office.**
- 5. No shortcuts – please do not give announcers anything on Sunday. You can make pre arrangements with Pastor J for you to emphasize an announcement that is already in the process.**
- 6. If you have a cancellation please let us know as soon as possible.**

- 7. It is your responsibility as a leader to get the word out about your event, use a variety of methods – mailing, flyers, e-mail, phone calls, local newspapers, radio, word of mouth, posting on the bulletin boards etc...**
- 8. The Event Planning team is available to consult and assist you in a variety of ways, make use of this valuable resource.**
- 9. Please e-mail or show any printed announcements to go out in the name of Fresh Anointing to Pastor J. (Before printing large quantities). The Office staff can assist you with the Church logo, letterhead and developing a professional looking document. We want all printed material to be done with a standard of excellence.**
- 10. Keep your announcements, brief, clear, and to the point. Be ready with more detailed written information and your contact information.**