

SHBC Event Planning Guide

Sweet Home – The Pinnacle of Praise

3200 Sunrise Road | Round Rock, TX 78665

512-823-2888 (O) | 512-823-2890 (F)

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Purpose

This document is to be used as a general guide for any SHBC ministry or outside group that is hosting a large event at SHBC. While it may be too detailed for smaller events, it should be reviewed for guidelines for all sized events.

Prayer

Please go in prayer to the Lord for direction before planning and organizing any event. Before you contact the

first speaker, pray for God's guidance. Jesus said it best: "Ask and it will be given to you; seek, and you will find; knock and the door will be opened to you." (Matthew 7:7)

Primary Contact Information

Director of Administrative Services – tbentley@shbcpinnacleofpraise.org

Contract / Service Agreements

Per SHBC Bylaws and Job Descriptions, only the Senior Pastor and the Director of Administrative Services are authorized to sign contracts or service agreements on behalf of SHBC.

For ministry events (guest speakers, conferences, etc), the employee and/or lay-leader overseeing a specific ministry event should co-sign the contract and/or service agreement prior to finalizing any arrangements.

Prior to signing most contracts or service agreements, the document must be reviewed by assigned church staff.

Planning

1. Check with Theresa Bentley for event availability on the church calendar.
2. Seating capacity on the floor of the Sanctuary is 900. The Chapel seats 70. The Choir Stand seats 40.

I. Six Months Before the Event – Administrative Tasks

1. Decide event purpose.
2. Set the tentative date for the event and check the church calendar (you may want to inquire as to a back-up date as well). Contact Theresa Bentley to confirm the date. If the date is available it will be tentatively reserved pending submission of the attached *Room Reservation* form on Page 14.
3. Remember to schedule ALL areas being requested for use – not just the main meeting location (include kitchen, break-out rooms, registration area, childcare rooms, etc.) If any additional setup days are required in certain rooms prior to the event, these also need to be reserved on the church calendar. Be sure you have the event set for a time when there are no conflicts with church events. You may also want to check school and community calendars and sporting event schedules.
4. Your group should appoint an Event Coordinator/Chairperson – this person will be the point person for communicating with the Director of Administrative and Services about everything relating to the event; including submitting budget requisitions and maintaining budget guidelines.
5. Determine your budget. This includes both expenses and income. A sample budget is attached (see Pg. 28).



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6. If inviting a speaker(s), contact the first keynote speaker. If the date works for this person, contact any other speakers. Do not contact all the speakers at the same time (to avoid conflict). Adjust the date if speakers are not available to be with you on your first choice of dates. **Ask them if they require an honorarium and ensure the availability of funds.**
7. Create an event timeline. Add any deadlines and other requirements to timeline – this will help keep you on track.

II. Six Months Before the Event – Decoration Themes and Publicity Plans

Please use the following information as guidance in delegating duties and responsibilities as it applies to your decorations, themes and publicity plans.

1. Decide on a theme, based on Scripture. From the theme, develop message titles, seminar topics (optional), decoration themes, and publicity plans.
2. Begin working with your teams. The following team structures are possible suggestions.
 - a. **DECORATIONS TEAM** – responsible for putting up and removing all decorations (or selling them after the event). This includes decorating for the meals, all displays set up during the event, decorating the bathrooms (if desired), and any other extra decorations in any part of the facility. The church owns the following table linens:

15	Round tables
11	6ft Rectangle tables
4	4ft Rectangle tables
93	Folding Chairs
100	Purple Banquet-Style Chairs
 - b. **PRAYER TEAM** – responsible for contacting people who would be willing to pray daily for the needs of the speakers, the team leaders, those attending, and the facilities before and during the event. Consider having weekly prayer meetings and a focused time for leadership and/or church congregation to pray prior to the event. Remember to schedule any meetings on the church calendar. There is nothing too trivial to take to God in prayer!
 - c. **FOOD TEAM** – responsible for planning an attractive menu. You may need one or two meals, depending on the length of the event. Meals are a critical element. This team is also responsible for refreshment centers set up with light snacks such as coffee, sodas, and mints. Supply the Facility Mgr with a setup for the Fellowship Hall several days prior to the event.
 - d. **LODGING TEAM** – responsible for making lodging arrangements. This may be for out-of-town leaders or securing reduced rates for event attendees.
 - e. **SECRETARY/REGISTRATION TEAM** – responsible for participant registrations; childcare registration (if offered); correspondence to registrants; all monies received; and keeping up with requests for lodging. Supply the Director of Administrative Services with a setup for the Registration area several days prior to the event.
 - f. **CHILDCARE TEAM** – as registrants request childcare (optional), this team will make the necessary preparations. Contact the SHBC Director of Preschool & Children's Ministries to secure childcare prior to any advertising of such. Childcare registration should be closed two weeks before the event to allow for adequate preparation.



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- g. **PUBLICITY TEAM** – responsible for all publicity except registration brochures. Publicity can be shared with local newspapers, the *Western Recorder*, Christian radio stations, cable television, event calendars, and social media.
- h. **BOOKLET TEAM** – responsible for preparation of the program booklet (optional). This booklet contains the schedule, information about the speakers, speaker's outlines, Scripture references, and places to take notes.
- i. **PACKET TEAM** – responsible for the (optional) free packet given to each attendee (pen, program booklet, tissues, breath mints, key chains, etc.). Prepare and mail letters to potential sponsors requesting consideration in their budgets. Check with local businesses for giveaways and door prizes. Include a donor list in the packet. This team will need to order packets at least three to four months before the event.
- j. **TRANSPORTATION TEAM** – plans transportation as needed for speakers and participants.
- k. **COUNSELING TEAM** – prepares or obtains decision cards, tracts, church information, and other follow-up materials. Trains people to counsel.
- l. **WORSHIP MEDIA/AUDIOVISUAL TEAM** – works to secure equipment and volunteers as needed. Contact Director of Administrative Services at shbc@shbcpinnacleofpraise.org for information on reserving equipment and securing volunteer assistance for sound/cameras/projection support for event. When completing the Audio/Visual and Sound and Lights Form you will want to annotate completely what needs you may have so that volunteers can be secured.
- m. **GREETER TEAM** – responsible for greeting and directing to registration, childcare, and event rooms. May want to work with SHBC Greeter Ministry Team.
- n. **SECURITY TEAM** – responsible for working with SHBC Security Team to decide if security is needed for the event.
- o. **FOLLOW-UP TEAM** – calls or sends letter to those who attended from outside the church. Contacts those who made decisions at the event.

FOUR TO FIVE MONTHS BEFORE THE EVENT

1. After you have decided on seminar (small group) topics, pray about who God wants you to ask to lead. After you have seminar leaders in mind, give the list to fellow ministry members to pray about. Once you have prayed and are assured that the leaders are right for your event, contact each one.
2. Contact and secure musicians: soloists, instrumentalists, music leaders. Give them direction about the philosophy of the event and what is expected of them.
3. Decide on registration cost, if any. Establish fee structures and policies, being certain to include clear cancellation policies.
4. Obtain a quote for graphic design of postcards, brochures, etc. as well as any other needs you might have for the event. Identify and contact marketing outlets to request specifications for marketing materials. Create schedule to advertise event information. Church-related events must include church branding on marketing materials.



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5. List of other items the event may require:
 - Invitation to event
 - Response card
 - Response envelope
 - Programs
 - Agenda
 - Seating cards
 - Napkins
6. Compile mailing list (see Publicity on page 9).
7. Prepare a list of hotels for those who may be traveling from out of town. Secure reduced rates (if possible). Include list of hotels and restaurants in your brochures along with contact information. (Task for **LODGING TEAM**)
8. Design registration brochure. Present graphic design to designated church staff before giving final approval to graphic designer. Church-related events must include church branding.
9. For an SHBC ministry event, remember to submit the Room Reservation Request for any meetings requiring use of any part of the church building. All planning meetings must be placed on the church calendar.
10. Secure a photographer for the event, if desired.

Two to Three Months Before the Event

1. Send out registration brochures.
2. Write your keynote speakers periodically and let them know how plans are progressing. Give them all the information you can. If preparing a program booklet, give them a deadline to have their outlines submitted. Ask what you can do for them as they prepare to come. Give them encouragement and direction about the philosophy of the event and what is expected of them.
3. Work individually with each chairperson about their responsibilities. Even though group meetings may seem better, you can save time by working individually. This also facilitates the decision-making process.
4. Finalize the schedule and confirm that all details are being handled.
5. Review/finalize budget, task sheets and tentative timeline.
6. Work with Pat Allen, Kitchen Coordinator, on use of the kitchen and to receive approval/certification on kitchen policies and equipment. Pat can be reached at 624-2482.
7. Purchase nametags and nametag holders if desired. Decide if you want to pre-print these or have them completed upon arrival. A registration plan needs to be put in place if you are wanting the church administrative staff to handle/assist with registration. If this is the case, you must advise/discuss with Director of Administrative Services so he can properly direct the staff. What has worked well in the past is one person from the Team is selected to handle all registrations and monies. As these are received at the church via mail or walk-ins both registration forms and monies are placed in a central location (an envelope marked for the event kept in a central location works well). The Team person comes in several times each week and processes the registrations and payments (makes copies, etc). The monies are then placed in a Finance Office envelope and turned into the Finance Manager labeled for the conference. The Finance Office only needs monies, not registration forms. (Task for **SECRETARY/REGISTRATION TEAM**)



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One Month Before the Event

1. Make plans for a pre-event reception/prayer time. This reception or prayer time is normally held the afternoon or evening before the event and includes speakers, chairpersons, workers, and musicians. The reception can be in someone's home or at the church. This is a special time of dedication and prayer for the event. Send an invitation to all seminar leaders/speakers, chairpersons, workers, and musicians asking them to come to the reception.
2. If preparing a program booklet, if you don't have all the speaker's/leader's outlines, call and request them. The booklet needs to be printed and reproduced so they can be assembled at least two weeks before the event.

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Plan three to four workdays during the last two weeks before the conference or retreat. Put these dates on the church calendar. Clear the dates with your Booklet, Packet, and Decoration teams, because these are the ones who will need the most help.

3. **PUBLICITY TEAM:** Place newspaper ads, follow-up with news media, on-air announcements.
4. Hold walk-through of event with responsible teams and church support staff (Technology & Communications Mgr/Director of Administrative Services and Facility Mgr). Get enlarged site plan/room diagram, assign seats/tables, if needed.
5. Review needs for signs at registration, directional, etc.
6. Give estimate of guests expected to caterer/food service.
7. Remember to work closely with the SHBC Finance Mgr. in processing all invoices related to the event.
8. Confirm setup/tear down times with SHBC Facility Mgr. (Includes individual teams that may have particular setup needs – Registration, Food, etc.) Discuss who will be responsible for opening/closing the building on the day of the event.

Two Weeks Before the Event

1. Finalize plans with your chairpersons, making sure details are covered and they have plenty of volunteer help.
2. *Lodging Team:* Confirm reservations for speakers and leaders.
3. Contact individuals in your group to act as hostesses and to introduce the speakers.
4. Complete the program booklet and assemble.
5. *Packet Team:* Stuff the packets and store them until the event.
6. Write guest speakers/leaders, telling them how many are registered for the event and their individual seminars, and send them a copy of the program booklet.
7. Complete program plans.
8. Consider not scheduling any extra programs for your group the week prior to the event.
9. Give the SHBC Finance Mgr. an itemized list of honorariums, including speakers, singers, musicians, and worship media personnel as well as any other invoices that need to be processed. Request for Payment (RFP) forms can be obtained from the Church Office. An RFP will need to be completed for each person/vendor.



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One Week Before the Event

1. Meet with all teams for last-minute details.
2. Finish phone follow-ups.
3. Confirm number attending.
4. Give caterer revised numbers. Finalize catering guarantee, refreshments.
5. Finish seating/table arrangements.
6. Secure 2-3 volunteers to assist with emergencies. Secure registration staff. Secure someone to man the phone an hour prior to the event through one hour after the event starts. Hold training session with volunteers; finalize assignments.
7. Distribute seating chart, assignments to hosts/hostesses.
8. Establish amount of petty cash needed for tips/emergencies. Obtain cash the day before the event.
9. Obtain checks from SHBC Finance Mgr. to distribute at event.
10. If using event evaluation forms, plan to place collection receptacles around the church in convenient locations.

The Day of the Event

1. Reconfirm refreshments/meal schedule for volunteers.
2. Go over all the final details with caterer and setup staff.
3. Check with volunteers to make sure all tasks are covered.
4. Set up registration area.
5. Relax and enjoy the day! It's in God's hands and He gets all of the credit and glory!

After the Event

1. Send thank-you notes to all who helped with the event including door prize and gift bag donors and church Support Staff (administrative support staff, facility staff, etc.).
2. Pack and inventory all material – many of your materials may be reusable. It's a big investment, so take care of it.
3. Do financial reconciliation. With a big event, you'll have many invoices and you need to make sure you have been billed correctly and pay in a timely fashion. Watch expense reports, since a lot of cost can be hidden in those reports.
4. Perform post-budget performance review. Were you on budget? Could you have saved money?
5. Collect and organize data for final meeting reports. Obtain evaluations from staff, volunteers, and consultants. It is very important to evaluate what went right and what went not so right so the next time is easier.



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Publicity

While prayer and planning are two of the most essential ingredients to a successful event, you cannot overlook publicity. You must get the word out!

One of the most effective ways to publicize is through personal invitation. After you have developed your theme and enlisted your speakers, you will want to produce an appealing brochure you can send to as many individuals as possible.

Your target audience might include:

Individuals in SHBC

Individuals on mailing lists from outside SHBC's family

(from previous events or from another churches' mailing list)

Individuals in churches in your state (obtain this information from the Southern Baptist of Texas Convention or SBTC)

Another way to publicize the event is to send correspondence to all the churches in your area asking them to publicize the event. You will need to follow up the correspondence with a phone call, making sure someone has agreed to help you; encourage their support.

As previously mentioned, you can advertise in your local newspapers, the *Western Recorder*, on Christian radio, and local cable channels.

Develop an active file for free advertising: Facebook/Twitter, community calendars, listener-supported radio stations (K-LOVE), and public service announcements.

Don't wait too late to advertise! A month before the conference is not sufficient time! Don't advertise too early, either! Four months before the conference gives them plenty of time to put the brochure aside and forget (unless you are going to follow up later). Six weeks prior to the event seems to be a good time frame.

Technical Information

There is no public wi-fi at SHBC. If internet access is needed for an event, contact Theresa Bentley. Laptops, with wireless availability, can be provided.

If presentations are being created for an event to be used in the Sanctuary, the smallest text size that can be used is 36. PowerPoint 2010 and MediaShout are used at SHBC. Someone to run the presentation will need to be secured; contact Tim Wilson.

Event Signage

Below are size and placement guidelines for both temporary exterior and interior signage for an event:

Exterior to be placed near the main entrance

Any banners must be presented to and pre-approved by designated church staff. A permitting process with the City of Round Rock (as applicable) has to be done and dates for the banner to be put out and taken down need to be added to the church calendar for facility use.

Interior

Paper/cardstock signs for the interior are permissible but should not cover up any existing signage. Interior signs can be letter, legal or poster size. Interior signs placed on the walls must be placed using only masking tape or painters' tape. Scotch tape should be used for signs placed on the exterior glass doors. All signage placed inside the building must be removed shortly after the end of the event by the Event Coordinator or designee. Copiers (black & white and color) and paper/cardstock are available for use from the church office; reimbursement costs may be required. If a particular color of paper/cardstock is required, contact the Church Administrator one month prior to event so that it can be ordered.



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Priority

Maintaining an appropriate focus on your event is important. It is easy to get sidetracked. Here are a few suggestions that will help you keep your priorities in order.

Focus on God's Goodness

Count your blessings and consider the people who are going to benefit from the event! Talk about it often; pray about it always; keep the goal in front of your leaders at all times.

Support Committees

Support the committee chairpeople and let them do their jobs. If it's not exactly the way you would do it, that's OK.

Keep Your Head!

When you have any number of people working on a project, disagreements and cross purposes occur. Everyone looks to see how upset the leader is going to get. Remember that you set the tone.

Set Goals

Set a number of attendees, stick to that goal, and close registration when you reach it. This is an unpopular thing to do, and no one likes that responsibility, but you do a disservice to the ones who have registered early when you crowd in more than you planned for.

Be a Servant

As a church sponsoring an event, your role is that of a servant (or servants). During the event, take the posture of a servant!

Purpose

There can be a lot of purposes, all good, but the most important purpose for having an event is to bring honor and glory to the Lord!

What brings honor and glory to the Lord?

Changed lives and restored homes

A time of spiritual restoration

Seed-planting resulting in salvation

God receiving all the credit

Planning and conducting an event with that as your purpose curtails anything that can go wrong.



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SHBC Event Forms





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SHBC Event Overview

(Due 90 days prior to the event)

DATE OF THE EVENT: _____

ON-SITE / OFF-SITE

This Event's **TARGET AUDIENCE** (Be Specific):

EVENT PURPOSE:

EVENT OBJECTIVES:

1

2

3

4

NOTES:



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How does this event fit the church's **VISION** and **MISSION**?

What resources (support ministries, building/room use, church funded resources) are vital to make this event effective?

What other community groups/organizations can the ministry/the church partner with to enhance the church's community outreach/engagement?

What parallel events in the church and/or community are happening at or around the same time as this event?



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ROOM RESERVATION REQUEST

Is this event funded by (CIRCLE ONE): **SHBC / MINISTRY / BOTH**

Will money be collected for: **Ticket Sales/Entry Fees** ____Yes ____No / **Donations** ____Yes ____No

If funded by SHBC, will SHBC refunded for associated costs/fees? ____Yes ____No (Explain your response)

Specific Date(s)	Day(s) of Week	Entry Time	Departure Time	Repeat Event	Event End Date
------------------	----------------	------------	----------------	--------------	----------------

NUMBER OF ATTENDEES

Total number anticipated: _____ Number of team members/chaperones 21 or older: _____

Adult attendees (19 years or older) _____ Youth group (18 years of age or under) _____

Will set-up / clean-up be done within your group? _____

----- **CHURCH OFFICE USE ONLY** -----

ACTION: **Approved (See Comment Below)** **Denied (See Comment Below)**

Fees Due: \$ _____ **/ Due Date for Fees:** _____

COMMENT:

Authorized Staff Signature: _____ **Date:** _____

Date entered on church calendar: _____ **Emailed to:** _____



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SETUP INSTRUCTIONS FOR ROOM RESERVATION REQUEST

SET UP REQUESTED BY (MINISTRY NAME): _____

NAME OF ROOM(S) REQUESTED: _____

DIAGRAM OF ROOM SET UP

Use the space below to sketch a diagram of the room’s setup; including the location and number of chairs, tables, other special equipment needs, etc. Please include location of existing doors, windows, etc. so that facility staff will have a proper orientation of the room. You must submit a separate diagram for each room.

Special Equipment and/or Needs

___ White Marker Board

___ Extension Cord

___ Easel

___ Projector

___ Laptop

___ Sound System

___ Round Tables

___ 6 ft Tables

___ 8 ft Tables

___ Chairs

___ Linens

___ Speaker Stand/Lecturn

___ Microphone (How Many ___?)

___ Other: _____

___ Other: _____



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SHBC Event Fee Schedule

USE OF CHURCH	<u>SHBC Ministry</u>	<u>Outside Event</u>
	No Charge	\$250.00 user fee
 SOUND & LIGHT TECHNICIAN Fee includes cost of 4 hour minimum An additional \$35 for each hour over 4 hours will be charged at the top of each hour; the additional cost per hour is not prorated for a partial hour.	 \$100.00	 \$100.00
 VISUAL MEDIA – VIDEO TEAM Running system during event Fee includes cost of 4 hour minimum An additional \$35 for each hour over 4 hours will be charged at the top of each hour; the additional cost per hour is not prorated for a partial hour.	 \$100.00	 \$100.00
 CUSTODIAL FEES Billed in 1-hour increments	 \$16/hour	 \$16/hour
 PIANIST Running system during event Fee includes cost of 4 hour minimum An additional \$35 for each hour over 4 hours will be charged at the top of each hour; the additional cost per hour is not prorated for a partial hour.	 \$25/hour	 \$25/hour

NOTICE

Three months' notice is required to secure the Sound and Light Team and/or Video Team. If staffing cannot be secured within two months of the event, the Event Coordinator will be notified. None of these services can be guaranteed until staffing is secured.

CANCELLATION AND REFUND POLICY

If cancellation is received 30 days or more before the event, all fees paid up to that time will be refunded. If cancellation is received less than 30 days before the event, no fees will be refunded.

DEPOSIT REQUIREMENTS

One-half of the deposit to cover the cost of fees is due at least 60 days prior to the event. The second-half, or any remaining balance, is due 30 days prior to the event.



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Event: _____

Event Date(s): _____ Start Time: _____ End Time: _____

Approximate Attendance: _____

	Date Completed & Person Responsible
INITIAL CONTACT WITH THE GROUP Confirm the dates for the events and all subsequent meetings Agree upon physical arrangements (rooms and setup) Clarify equipment needs Clarify food needs Agree upon cost, if any _____	
MINISTRY Prepare and delegate team and or ministry assignments Select and invite guest speakers. Select musicians, soloists, etc. Arrange for honorariums, etc., as applicable _____	
PUBLICITY/PRINTING Decide upon title/theme (Requires approval. Must parallel SHBC's Annual Theme) Prepare a letter or brochure and necessary signs Arrange mailings of marketing materials. Submit request and graphic for internal marketing (website, social media, newsletter, announcements)	
FACILITY PREPARATION <input type="checkbox"/> Sanctuary <input type="checkbox"/> East Wing Foyer <input type="checkbox"/> Chapel <input type="checkbox"/> West Wing Foyer <input type="checkbox"/> Kitchen <input type="checkbox"/> Conference Room (Staff Area) <input type="checkbox"/> Hallway (Back of West Wing)	
PROGRAM PREPARATION Emcee appointed Special music selected Special announcements determined Persons involved informed of their responsibility Time limitation discussed with all participants	



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	Completed By / Responsible Party
<p>EQUIPMENT PREPARATION Audio-visual needs (i.e. sound system, piano, PowerPoint, portable Projector and/or sound system, etc.) Podium (# _____) Chairs (# _____ & Style _____) (AVAILABLE: 93 Folding / 100 Banquet-Style) Tables (# _____ & Style _____) (AVAILABLE: 15 Round / 11 – 6ft / 4 – 4ft) Display and registration area with table and chairs Name tags Registration forms, if needed Marking pens Money box and change Rented equipment will be provided by the following: Company / Person _____ Phone _____ _____</p>	<p style="text-align: center;">Rental Equipment Notes:</p>
<p>FOOD PREPARATION Table and chairs for meal Date Setup Instructions for Room Reservation submitted? Coffee, hot water, tea, cream & sugar, etc. Menu Extension cords Any necessary cabinet keys Trash containers Table decorations Serve ware Adequate volunteers for serving Special area for dirty dishes Clean-up (custodial needs) _____ _____</p>	<p style="text-align: center;">Food Prep Notes:</p>
<p>OTHER SPECIAL NEEDS _____ _____ _____</p>	<p>Notes:</p>
<p>FOLLOW UP Special thank you notes written Special commitments and promises followed up _____</p>	<p>Notes:</p>
EVALUATION	
SUGGESTIONS FOR NEXT EVENT	



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Media and Marketing Request Form

Submit to church office to request publicity within the church:

Ministry Name: _____

Ministry/Event _____

Event Chairperson(s) _____

Email address
(Primary Contact)

Phone
(Primary Contact)

I am requesting publicity in the following manner:

- Pulpit announcement (Requires Senior Pastor approval)
- Website
- Facebook/Twitter
- Worship bulletin
- E-mail blast (Newsletter)
- Pre-Worship Slide Show

*To ensure timely marketing, ALL announcements and supporting graphics are due 8 weeks prior to the date of the event!

Marketing materials: are attached are not attached

Other needed information: _____



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Sample Event Budget

Event Expenses

Arrangements

Facilities	\$ 250.00	
Food (includes food for workers during planning)	<u>2,550.00</u>	
Total		\$ 2,800.00

Hospitality

Hospitality (Reception)	\$ 600.00	
Packets (printed bags, tissues, lotion, novelty items)	1,750.00	
Photo expense (photographing conference/scrapbook)	100.00	
Name tags	200.00	
Miscellaneous expense	<u>150.00</u>	
Total		\$ 2,800.00

Program

Honorarium (instrumentalists, soloists)	\$ 800.00	
Honorarium (speakers, leaders)	3,000.00	
Transportation and lodging for guest leaders	<u>1,900.00</u>	
Total		\$ 5,700.00

Public Relations

Newspaper advertisement	\$ 400.00	
Radio advertisement	400.00	
Statewide mail out (postage)	500.00	
Printed materials (brochure & program)	800.00	
Postage (newsletters, registration information)	200.00	
Miscellaneous publicity	<u>200.00</u>	
Total		\$ 2,500.00

Decorations

General decorations	\$ 1,200.00	
Sanctuary decorations	250.00	
Displays and bulletin boards	150.00	
Miscellaneous decorating expense	<u>150.00</u>	



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CONTINUED (from page 5)

Childcare	<u>\$ 1,000.00</u>	
	Total	\$ 1,000.00
Miscellaneous		
Receptionist during event	\$ 150.00	
Maintenance/moving during event	<u>300.00</u>	
	Total	<u>\$ 450.00</u>
	TOTAL EXPENSES	\$17,000.00
Event Income		
750 attendees @ \$20.00		\$15,000.00
50 attendees at no expense (speakers, music, scholarships, no shows)		
Ministry Budget Donation		<u>2,000.00</u>
	TOTAL INCOME	\$17,000.00



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Document Printing Request

*To ensure a timely response, all document printing requests must be submitted 4 weeks prior to the date of the event!

TYPE OF JOB	PRINTING DETAILS	
B&W	# Requested _____	Front Only / Front and Back
COLOR	# Requested _____	Front Only / Front and Back
INSERT	# Requested _____	Front Only / Front and Back
BROCHURE - 3 OR 4 PANEL FOLDOUT	# Requested _____	Front Only / Front and Back
BROCHURE - MULTI-PANEL FOLDOUT	# Requested _____	Front Only / Front and Back
BROCHURE - SINGLE FOLD	# Requested _____	Front Only / Front and Back
DISPLAYS/POSTERS	# Requested _____	Front Only / Front and Back
FLYER/ANNOUNCEMENT/INVITATION	# Requested _____	Front Only / Front and Back
FLYER - 2 SIDED	# Requested _____	Front Only / Front and Back
LETTER - (PAGES)	# Requested _____	Front Only / Front and Back
NOTEBOOK - ATTENDEE	# Requested _____	Front Only / Front and Back
POSTCARD - BASIC	# Requested _____	Front Only / Front and Back
POSTCARD - CUSTOMIZED	# Requested _____	Front Only / Front and Back
PRESS RELEASE	# Requested _____	Front Only / Front and Back
SIGNS	# Requested _____	Front Only / Front and Back
TICKETS	# Requested _____	Front Only / Front and Back

A copy of this worksheet needs to be submitted to the Finance Office so that the Finance Office can prepare a budget for the event.



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SHBC Audio-Visual Work Order Request

Section A: Information on Requested Work

Date Requested: _____ Requested by: _____

Event Chairperson: _____ Phone No.: _____

Date(s) of Event: _____ Time(s): _____

Type of Event: _____

Rooms to be Used: _____

Is the Event to be Recorded? _____ **RECORDINGS ONLY AVAILABLE IN DVD & CD FORMAT**

NOTE: Videography/Video Recording Services are stationary and only available in the sanctuary. You must schedule a meeting with the Minister of Music or Audio Engineer at least 60 days prior to the event to review the scope of event's needs.

List Separately the Equipment Needed:

Other Needs/Comments:

Date Submitted: _____

(Please attach any other pertinent information)

Section B: Audio-Visual Department Use Only

Date Received: _____ By: _____

Assigned To: _____

Account Number to Charge: _____

Comments: _____



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SHBC Sound & Lighting Work Order Request

Section A: Information on Requested Work

Date Requested: _____ Requested by: _____

Event Chairperson: _____ Phone No.: _____

Date(s) of Event: _____ Time(s): _____

Type of Event: _____

Rooms to be Used: _____

Is the Event to be Recorded? _____ **RECORDINGS ONLY AVAILABLE IN DVD & CD FORMAT**

NOTE: *Sound and Lighting Services are stationary and only available in the sanctuary and the chapel. You must schedule a meeting with the Minister of Music or Audio Engineer at least 60 days prior to the event to review the scope of event's needs. (including types of microphones required, boom-stands required, etc.).*

Sound Needed:

(Include number of microphones and stands needed; Include if portable sound systems & speakers required)

Lighting Needed:

(Include spotlights, if needed)

Other Needs/Comments:

(Please attach any other pertinent information)

Section B: Sound & Lighting Department Use Only

Date Received: _____ By: _____

Assigned To: _____

Account Number to Charge: _____

Comments: _____



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Response Card Sample

Begin immediately to plan for your next event. Compile information from the Response Card and Event Evaluation. Follow-up on decisions made at the event. Use the other information to begin praying over your next special event. Ask God to direct you and the other leaders in your church so you can continue to meet needs through your events.

Response Card

I would like to be on the mailing list for your church.

I would like to be on the mailing list for your ministry or event.

I would like to know more about what this church can do for me. I

have some spiritual questions. Please have someone call me.

I would like to talk to someone about knowing Christ personally.

Today, for the first time, I asked Jesus to be my Lord and Savior.

Today, I recommitted my life to Christ.

Today, I committed to a special ministry of _____ for Christ.

Comments about this event: _____

Prayer Request: _____

Name: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

E-mail: _____



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SHBC Event Evaluation (ATTENDEES)

Event _____ Date _____

Please circle the number which best represents your opinion and complete the statements with your thoughts. When you have completed this evaluation, please place it in the designated area. Thank you for your assistance.

Questions	Poor 2 3 4 5 Excellent				
Overall rating of this event	1	2	3	4	5
Materials distributed	1	2	3	4	5
How well this event met your objectives	1	2	3	4	5
Facilities environment	1	2	3	4	5
Other: _____	1	2	3	4	5
Other: _____	1	2	3	4	5

How did you hear about this event?

Brochure Radio Friend Event Leader Newspaper
 Newsletter Website E-mail Other _____

Would you recommend this event to other people? Yes No

The best thing about this event was _____

If I could change one thing about this event, I would _____

What topics would be most beneficial for the next event? _____

Please make any additional comments _____

Optional Information:

Name: _____

Address: _____

Phone: _____ E-mail: _____

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SHBC - EVENT DEBRIEFING SHEET

Planning Team

1. The objectives that were met and how:

2. The target audience that was reached (who came):

3. What went well?

4. What was not as good as we had hoped?

5. What do we repeat/not repeat?

6. What needs to be done now to maximize our gain?

7. If the event is to be repeated, when will it be scheduled for next year?
