

## **PROTOCOL FOR EVENTS**

Before an event can be scheduled or promoted a CHURCH EVENT PLANNING SHEET or a NON-CHURCH EVENT PLANNING SHEET must be filled out completely and signed by the Pastor/church sanctioned leader overseeing that ministry or event. After the information has been filled out and signed it will be distributed as needed.

### **PROMOTION OF EVENTS**

**CHURCH EVENTS:** Church sanctioned events overseen by a Pastor or a church sanctioned leader. THESE EVENTS ARE GIVEN PRIORITY BASED ON TIME & SPACE.

- These events may be promoted through:
  - ◆ The Bulletin
  - ◆ The Newsletter
  - ◆ Mailings
  - ◆ The Web

(Promotion of events will be determined by the Pastor/church sanctioned leader.)

**NON-CHURCH EVENTS:** Are defined as events supported by BCBC but NOT overseen by a Pastor/church sanctioned leader.

- These events may be promoted through:
  - ◆ The Bulletin
  - ◆ Promotional information may be put on the bulletin board outside the office based on available space.

**PEOPLE RELATED EVENTS:** Births, Weddings, Deaths, Anniversaries (25, 50 & 60 years) & Engagements may be noted in the bulletin and/or on the Powerpoint announcements IF information is submitted in digital or handwritten form. These events must relate to members or regular attendees of BCBC, or their immediate family members.

**BULLETIN & POWERPOINT ANNOUNCEMENTS - PLEASE NOTE THAT ANNOUNCEMENTS MAY BE EDITED DUE TO LIMITED SPACE:**

- Must be submitted in digital or handwritten format and submitted no later than noon on Tuesday of the week you would like the announcement to appear.
- Information may be put in no earlier than 3 weeks prior to the event.
- All announcements are subject to pastoral approval.

FOR OFFICE USE ONLY

COPY FOR:  INFORMATION CENTER  OFFICE  PASTOR OVERSEEING THIS MINISTRY

SET-UP INFO FOR:  CRAIG  ARRON

Berrien Center Bible Church  
**CHURCH EVENT PLANNING SHEET**

*(PLEASE PRINT CLEARLY)*

\*EVENT NAME & DESCRIPTION: \_\_\_\_\_

\*DATE(S) START: \_\_\_\_\_ FINISH: \_\_\_\_\_

\*TIME: START: \_\_\_\_\_ FINISH: \_\_\_\_\_

\*IS THIS A REPEATING EVENT?  NO  YES – WEEKLY  YES – MONTHLY

\*WHO IS INVITED: \_\_\_\_\_ \*NUMBER EXPECTED: \_\_\_\_\_

\*LOCATION: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

DOES THIS EVENT NEED BOARD APPROVAL?  YES  NO

\*PASTOR SIGNATURE: \_\_\_\_\_

**EVENT LEADER OR PERSON RESPONSIBLE**

*(NOT REQUIRED FOR STAFF MEMBERS)*

\*NAME: \_\_\_\_\_ \*PHONE: \_\_\_\_\_

\*ADDRESS: \_\_\_\_\_

\*CITY \_\_\_\_\_ \*STATE: \_\_\_\_\_ \*ZIP: \_\_\_\_\_

\*EMAIL: \_\_\_\_\_

OTHERS HELPING: \_\_\_\_\_

**DETAILS**

\*WHO IS RESPONSIBLE FOR EVENT SET-UP: \_\_\_\_\_

\*WHEN DO YOU DESIRE TO BEGIN SETTING UP (DATE & TIME): \_\_\_\_\_

\*WHO IS RESPONSIBLE FOR EVENT TEAR DOWN AND CLEAN UP: \_\_\_\_\_

\*WHEN DO YOU PLAN ON CLEANING UP (DATE & TIME): \_\_\_\_\_

**\* REQUIRED INFORMATION**

**CHURCH PROPERTY OR EQUIPMENT NEEDED**

*(PLEASE BE AS THOROUGH AS POSSIBLE)*

FACILITY NEEDS:      WORSHIP CENTER      FLC      KITCHEN      NURSERY

OTHER (PLEASE LIST): \_\_\_\_\_

**Please note:** It is the responsibility of the event planner to arrange for nursery workers, a list will be provided on request.

AUDIO EQUIPMENT IN:      WORSHIP CENTER      FLC

OTHER (PLEASE LIST): \_\_\_\_\_

NUMBER OF MICROPHONES NEEDED? \_\_\_\_\_

APPLICATION OF MICROPHONES:      SPEAKER(S)      SINGER(S)

MEDIA SYSTEM IN THE WORSHIP CENTER:

PROJECTION TYPE:      COMPUTER      DVD      VHS

OTHER (PLEASE LIST): \_\_\_\_\_

**Please note:** It is the responsibility of the event planner to contact an approved Audio +/-or Media System operator, a list will be provided on request.

TRANSPORTATION :       BUS       VAN

**Please note:** It is the responsibility of the event planner to contact an approved bus driver, a list will be provided on request.

**OTHER EQUIPMENT NEEDED**

- TABLES - # \_\_\_\_\_
- TABLE CLOTHS - # \_\_\_\_\_
- CHAIRS - # \_\_\_\_\_
- PLATES - # \_\_\_\_\_
- CUPS - # \_\_\_\_\_
- SILVERWARE
- STAGING
- HEAD TABLE(S) - # \_\_\_\_\_
- OTHER (EXPLAIN BELOW)
- PODIUM

**PLEASE USE BACK TO DRAW ROOM SET-UP IF NEEDED**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MATERIALS TO BE ORDERED**

ITEM NAME: \_\_\_\_\_ BOOK    VIDEO/DVD    WOOKBOOK

OTHER (PLEASE LIST): \_\_\_\_\_ ISBN: \_\_\_\_\_ QUANTITY: \_\_\_\_\_

ORDER FROM (WEB ADDRESS OR PHONE #): \_\_\_\_\_

ADDITIONAL INFORMATION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\* REQUIRED INFORMATION**

**PROMOTION**

\*HOW WOULD YOU LIKE THIS EVENT PROMOTED: \_\_\_\_\_

\*PLEASE WRITE OUT BULLETIN ANNOUNCEMENTS (*BASED ON SPACE MAY BE EDITED*):

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**PLEASE NOTE:**

MAILINGS MUST BE SUBMITTED **2 WEEKS PRIOR TO THE DATE IT NEEDS TO BE MAILED**. ITEMS NOT SUBMITTED WITHIN THIS TIME FRAME MAY NEGATE MAILING. MAILINGS SHOULD BE CREATED BY THE EVENT LEADER/COMMITTEE AND GIVEN TO THE OFFICE IN A DIGITAL FORMAT, UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE.

**\* REQUIRED INFORMATION**