

Event Planning Guide

Please return this form **90 days** prior to event, and submit to frances@newhopehk.org or Ministry Center.

Step 1: Event Details

Event Name: _____
 Contact Name*: _____
 Phone/Email: _____
 Event Manager: _____
 Phone/Email: _____
 Date: _____
 Time: _____
 Ministry: _____ Ministry Leader: _____

**Note: Contact Name & Information will be posted in the bulletin.*

a. Vision & Purpose Event: What is the one most important thing you want your audience to know? What are you hoping to convey through this event? *(Should have one focus directly tied into Fractal and Ministry vision)*

b. Goals: After attending, what do you want the audience to leave with? How will you know the vision was accomplished? *(Must be measurable)*

c. Description of Event: What significant information supports your main idea? Include the speaker's topic.

Step 2: Location: Submit NHHK Ministry Set-up or Levites form

1. NHHK Ministry Facility Request: Confirm room availability and approval 30 days prior to the publication of the event.

2. Kaiser High School: Contact Executive Pastor for approval.

3. Other Location: _____

Contact Executive Pastor for location approval, and how to acquire possible permits.

Area Pastor Approval: _____ Approval Date: _____

Area Pastor's initials and approval date required prior to submitting this form.

Step 3: Budget:

Yes No

- 1. Expenses:**
Determine expenses for items such as: Supplies, Food, Rent, and Promotion. For payment, complete the *Authorization for Payment* form.
- 2. Income:**
Submit cash and checks to Office Ministry or Executive Pastor.

Step 4: Promotion:

Yes No

- 1. Submission of Artwork Design:**
Visit Canva.com for design elements for social media, website and/or fliers. Contact the Office Administrator for login information. Provide landscape (horizontal) images with a minimum 300 dpi. Email artwork to marketing@newhopehk.org.
- 2. Sunday Announcement and/or Promotional Table Request:**
Complete the *Announcement & Ministry Table Request* form and submit two weeks prior to Sunday announcement (deadline is Tuesday at 10 a.m.).
- 3. Website & Facebook On-line Registration:**
Complete *On-line Registration* form and submit 30 days prior to start of online registration.
- 4. Promotional Video Request:**
Complete *Video Request Form* and submit 30 days prior to start of on-line registration, or event.

Step 5: Technology Assistance:

Yes No

- 1. Need Set-up Assistance:**
Complete *Levites Request* form and submit 30 days prior to event.
- 2. Technology Assistance:**
Complete *Audio & Visual Request Form* and submit 30 days prior to event.
- 3. Safety Ministry Assistance:**
Consult with Area Pastor for recommendations. Expected attendance for event is: _____
- 4. Keynote Speaker Honorarium Request:** Consult with Area Pastor and check one:
 Check Disbursement: (*W-9 form required prior to disbursement*)
Name of Payee: _____ Amount: _____
 Gift Cards or Gift Certificate:
Attach separate document detailing: Gift Type, number, \$ amount of each of card/certificate.

Step 6: Event Follow-up, Recap & Evaluation:

Yes No

- 1. Ministry Administrator to follow-up within three weeks following the event:**
 Week 1: "Thank you" for attending the event
 Week 2: Invitation to a Sunday church service
 Week 3: Invitation to a church or ministry event
- 2. Event Team Discussion & Evaluation: Consider the following:**
- Attendance
 - Things that went 'right'
 - Conduct a survey and analysis
 - Feedback
 - Things that went 'wrong'
 - What to do differently