**Event Planning Checklist**

* **Brainstorm** – Process Event Impact
  + Does this event need approval? Who needs to approve?
  + What costs are involved? Is there money in the budget?
  + What rooms/areas will be used? Are there any schedule conflicts? Can usage of campus space be re-arranged so both events can run? (Check availability on CCB Calendar)
  + How will this event impact other ministries?
    - Discuss conflicts/solutions with individual overseeing event or ministry area prior to scheduling your event.
  + Do we have enough tables/chairs on site to support the event or do items need to be rented?
  + Will food be served at the event? Do we have heating chafers, serving utensils, etc.? Who will order, set-up, clean-up?
  + Is beverage service from Guest Services needed? Do you have individuals trained to make coffee?
  + Who will communicate with facilities regarding vendor set-up, food delivery, etc.?
  + ***For funerals, connect in-person with Craig regarding tech support prior to scheduling.***

**NOTE:** With the exception of funerals, a minimum of 30 days is required to schedule and host events on campus. Events scheduled less than 30 days in advance require approval of direct report.

* **Reserve Room**
  + Reserve Room on CCB Calendar - <https://theridgecc.ccbchurch.com/event_list.php>
    - Calendar/Event Room Reservation Request Form: <https://theridgecc.ccbchurch.com/goto/forms/788/responses/new>
  + Enter Room on All Church Outlook Calendar **-** <https://outlook.office.com/calendar>
    - A person from each ministry area has been set-up to enter data into this calendar.
      * Include all helpful information: event name, time, rooms used, and invite individuals expected to be present
      * If online event, include link to join (Teams, Zoom, Altarlive, Google Meet)
    - Include description of event; this allows individuals who answer phones to provide information regarding inquiries.
    - However, if you are unable to enter, send information to Jami Sinkovits including all helpful information listed above
      * When Jami is out of the office, contact Sheila Fosholdt with assistance scheduling on the Outlook Calendar.
* **Create ASANA Project – Use for events across ministries for collaboration**
  + Invite collaborators
  + Create task list
  + Assign tasks & schedule due dates
* **Submit Appropriate Request for Other-Area Support**
  + **Communication Request –** <https://theridgecc.ccbchurch.com/goto/forms/285/responses/new>
    - Use this form, if you are trying to communicate something within a ministry, to the entire Ridge community, or if you need changes to a webpage.
    - **Note:** *Not needed for funerals.*
  + **Tech Request -** <https://theridgecc.ccbchurch.com/goto/forms/346/responses/new>
    - If you have a technology related request, event needs, or general questions, you've come to the right place. Just fill this out and our team will be in touch soon.
    - **Note:** *Complete tech request even if verbal approval has been given for tech support.*
  + **Facilities Request -** <https://theridgecc.ccbchurch.com/goto/forms/830/responses/new>
    - Use this form if you need the facilities team’s help with a special project or to set-up for an event.
  + **Behind-the-Scenes Support Request** - <https://theridgecc.ccbchurch.com/goto/forms/953/responses/new>
    - Use this form if you need assistance copying, stapling, laminating, organizing, or prepping items for an event. You may also request support during an event.
* **Communicate**
  + Share event with Ridge Staff Team – 2 Minute Drill, Email
    - Ask, “Who needs to know?”
    - Communicating with RCC Staff will help to keep team informed and staff are able to help promote event.
* **Recruit Team Members to Host / Assist with Event**
  + Train / Equip team members and hosts prior to the event.