

This guideline and list will assist you to organise events at Hughes Baptist Church

This is a comprehensive list for a complex event. Your event may not be as complicated, but this help you consider which aspects you will need to run the event smoothly and be encouraging to the people who help you run the event.

Church Policies that relate

- Worker Health and Safety (WH&S)
- Venue Hire
- Safe Church policy
- Email policy
- Dispute Resolution Principles (at the end of the Principles of Operation)

There is also a powerpoint presentation available on how to look after your volunteers when you are in a leading role.

The Grand List

Tick	Planning
1	<p>Check proposed date for potential conflicts</p> <ul style="list-style-type: none"> – ring the church office, or check calendar on Hughes Online. – book early as the church gets very busy with regular internal bookings. – Note that, if you attend the church but your booking is unrelated to church events, there will be a hire fee. There is no hire fee for internal events. See the Venue hire policy for more information. – Make sure if you need audio visual, that one of the church volunteers is available to assist – for in-house events, their time if voluntary; for cross-over or external events, they receive a small fee e.g for conferences/concerts). See the Venue hire policy for more information. <p>Check room/s and kitchen availability</p> <ul style="list-style-type: none"> – ring the church office, or check calendar on Hughes Online. – Make sure you book all the rooms you will need. Liaise with the church office.
2	<p>Develop a project plan.</p> <ol style="list-style-type: none"> a) Determine the scope of the event, so that a good idea doesn't become 'bigger than Ben Hur' and lose its focus or exhaust it's volunteers. b) Determine the purpose of the event. Why are you doing it? Who for? What is your objective? c) Link your initiative with the church's mission statement 'To be a dynamic Christ-centred community sharing Jesus' life-changing power'. Make sure, as you plan, that the event: <ul style="list-style-type: none"> – Is Christ-centred – That it helps build community in the church – That it invites the community around us to events (when appropriate) – Is about people and not about the outcomes of the event (i.e. look after people). – Document these things so that everyone on your team has clarity and is working towards the same goal in the same way.

3	<p>Determine an event timeline for deliverables (things that must be done). Document this so everyone on your team knows the plan.</p>
4	<p>Ask yourself about Stakeholders: who else in the church needs to know?</p> <ol style="list-style-type: none"> a) The Pastor b) The church office c) The Treasurer (if requesting extra budget – see below) d) The Ministry Leader (if it's within the usual work of a particular ministry) e) Church Secretary (if it's outside the usual work of a particular ministry) f) Other Ministries e.g morning tea crew/person who runs the audio visual/buildings and maintenance/children's ministries/aged care ministries. g) The communications ministry leader – for help and advice advertising your event in Hughes News
5	<p>Establish a governance structure for the team, especially if working across ministry teams; clearly define roles. That is:</p> <ol style="list-style-type: none"> a) who is responsible for what? b) who will do what in support? c) which team is responsible when things could cross over (e.g. the missions team and the children's team might have similar goals, be clear who has the lead on what so there are no misunderstandings)? d) What roles outside the team will need to support (eg. Audio visual, cleaners, church office, communications) this effort?
6	<p>Establish a budget. It must be within an existing ministry budget. Check with the ministry leader.</p> <ol style="list-style-type: none"> a) Note: If it is outside the parameters of an agreed ministry budget, work with the ministry leader to approach the Treasurer/the Board. b) Don't plan to spend money or spend money without approval. The church budget is agreed annually by the members and we stay within this as far as possible. <p>Possible budget items:</p> <ul style="list-style-type: none"> • Advertising Costs • Audio/Visual Services & Production (if complex) • Design and Production of printed materials • Flowers • Food and beverage • IT services • Equipment Rental (Computers, Copiers) • Photography • Signs, banners etc • Speakers (Honoraria/fees, Travel, Other)
7	<p>Develop a risk management plan (WH&S, logistics and people). Ask:</p> <ol style="list-style-type: none"> a) Do a walk through of the venues you will use. b) What safety risks are there? (e.g. BBQ burn, carrying things too heavy, standing on chairs (No!), trip hazards) c) How will I make sure they are covered? (e.g. taping down cords, first aid on site, team briefing of possible risks to be aware of) d) what briefing before starting to help will my team need to make sure they safe and look out for each other and common risks listed at end of document)

		<p>e) How will I look after the psychological health of my team, make sure there isn't any bullying, make sure that people know how to act when stressed, make sure people are clear about how to treat each other (a team briefing at the beginning of an event preparation is best for this, to set expectations – see the church's volunteer management guide).</p> <p>f) What logistics aspects do I need to plan for to make sure something doesn't go wrong? (e.g. BBQ runs out of gas, tables are missing, there is no milk in the fridge, there's a noisy event somewhere in the building at the same time).</p>
8	Develop a communications plan :	<p>a) For comprehensive guidance on the most effective way to advertise your type of event, contact David Sibley, the Church Communications Coordinator.</p> <p>b) What do you really need? event booklet, banners, media stands, table plaques, signage, etc.</p> <p>c) To place in Hughes News, contact the Communications Coordinator (David Sibley) or the church office. There are some parameters about when things get advertised in Hughes News and what can be advertised (internal events are OK).</p> <p>d) How will you engage the wider Hughes community? Letterbox drop of flyers? The church office has a good contact for printing flyers and another for distributing them. Note that the church office doesn't do this for you, you need to do the legwork of design and coordination with the suppliers.</p> <p>e) Will you produce flyers for church people to invite friends?</p> <p>f) You can put something on the church's facebook page by contacting the Communications Coordinator (David Sibley). Remember facebook is better with a picture or video!</p> <p>g) You can advertise on the slides at the end of services. Produce a visually interesting slide in Microsoft Powerpoint – make sure it's easy to read with big typeface. Give to Marj Lane or the church office who will forward it to Marj.</p> <p>h) Contact the church office when you want to use the church photocopier for large print runs in colour.</p>
9	Venue and related arrangements	
		Book the venue, rooms you need.
		Book the kitchen if you will have catering.
		Make sure you have asked the church office for any specific furniture not usually in the room.
		Do you need AV (only available in rooms 4 and 5 combined and the auditorium)
		Do you need signs to help guests find the room, the toilets?
		Finalise venue floor plans so volunteers know what you want
		Registration or welcome desk? Cover front and back doors?
		Do you need a room for volunteers to stand down and take a break (for longer events); somewhere to put 'stuff'
10	General planning – the documentation you may need	
		<p>a) Welcome packs</p> <p>b) Agenda – plan for the day</p> <p>c) MC Scripts (including logistics information)</p> <p>d) Running sheet for volunteers (who, what, when)</p> <p>e) If formal seating, table list & seating plan</p>

	<p>f) Signs for venue</p> <p>g) Sign in sheets for registration desk (if required)</p> <p>h) Alphabetised list of attendees for registration desk</p> <p>i) Maps of preferred layouts/floor plans.</p> <p>Note: Good documentation frees up the management team on the day to both provide guidance and encouragement to volunteers and sort out any issues. It means that they don't have to 'boss people around' to get things done the way they want. It also provides the team helping with guidance they can follow, and gives them confidence that they are all working to the same plan.</p>
11	Catering considerations
	How many people?
	What times do you need to set up; what time do you need to pack down?
	Briefing on safety for people working in the kitchen (carrying hot liquid, using the dishwasher, food handling)
	Menu – as a basic convention have some: vegetarian; gluten free; soy milk, Also no nuts (or clearly mark nuts) and chop up grapes for children (choking hazard).
	<p>Food handling – know the guidelines, use gloves. http://health.act.gov.au/datapublications/fact-sheets/food-safety: particularly see Food handler responsibilities; food stalls – BBQ; Food safety at parties; Food safety outdoors.</p> <p>For those that want to see the legal basis we are considered a community organisation, read “Requirements for community organisations”: http://health.act.gov.au/public-information/businesses/food-safety-regulation/requirements-community-organisations</p>
	BBQ – see BBQ guidelines from ACT Government http://health.act.gov.au/datapublications/fact-sheets/food-safety on Food stalls - BBQ. The church encourages all BBQ users to follow these guidelines in the interests of safety.
12	Volunteer roles
	<p>Possible volunteer roles required to facilitate the event:</p> <ul style="list-style-type: none"> – MC – registration desk staff – Hospitality/catering staff – transport coordinators (if managing car parking or a pick up service for aged care/shut ins) – guest speaker and panellists liaison person – first aid officer – arrangements for children (if required)
13	Week Before
	Hold walkthrough/s of venue
	Training session and venue familiarization for volunteers/rehearsals, if required
	Event ephemera – name tags, name plates, notepads, directional signage ready
	Information packs to all involved (venue maps, outline of event, tasking list of roles and responsibilities)
14	On the day

		Team onsite early, check set up (particularly technology), check catering, set up registration/volunteer room, welcomers and escorts (if required) in place
		Facilitate any speakers and panellists – show them the rooms, set up (including technical aspects)
		Welcome participants at registration process
		Facilitate running of the program (keep calm and carry on!)
15		Post-event
		Pack up and return of equipment
		Invoices and financial reconciliation to the Accounts manager in the church office (note expenditure needs to be pre-agreed, no spending without an agreed budget)
		Debrief with team/with volunteers
		Thank you letters/some other way of thanking volunteers
		Implementation: digital handover notes, files etc. to the church office for future similar events

The golden rules of successful events management:

- a) The hardest and most essential part is the planning
- b) The devil IS in the details
- c) Even if you've planned and planned, something will go wrong because people are people. Roll with it. Don't sweat the small stuff if it does go wrong.
- d) Keep calm and carry on!