

## UNITED METHODIST CHURCH OF LOS ALTOS

### Planning a Church Program, Event or Project

Many of the great programs and events of LAUMC start with an idea from a member of the congregation or a church committee. Since we are a very creative and active church, this means planning and coordination with a large number of other events. As a result, all programs and events must be coordinated by the Community Life Team and go through a review process. If you or your group has an idea you wish to share with the congregation, here is a short checklist of steps to take as you begin your planning, and some additional ways the church staff can assist you as you proceed with your plans. Remember, it takes approximately 6-8 weeks minimum in order to plan, complete the review process and publicize your event!

1. Prepare an outline of your ideas and send this outline to the Community Life Team at [clt@laumc.org](mailto:clt@laumc.org). This outline should include dates, times, and how this activity fits with the overall mission and ministry of LAUMC. Events are usually reviewed within 24 hours and a staff member assigned to serve as your liaison. This liaison will notify you as your request proceeds through the internal process with finance committee approval, facilities bookings, etc.
2. Upon approval from the community life team, please complete the event planning packet and submit the packet to your staff liaison.
3. The event process starts with Community Life Team approval, moves to Finance (if applicable) for approval and then is sent to Facilities for room bookings and Communications for publicity. Please allow 6-8 weeks in order to have a successful event.

#### **Here are some things to consider in your planning:**

**Dates & Times** – Create a time-line. Make a list of all important dates and times. Dates to keep in mind are the event itself, any rehearsals or meetings prior to the event, deadlines, ticket sales, decorating and setup/take down time required, etc.

**Financial Needs** – Anything involving money or donations, (expenses/ticket sales/donations, etc) requires the completion of a *financial askings* form. Your staff liaison will assist you if necessary as you complete this form.

**Facility Needs** – Plan ahead for all room use, requests for custodial help, special equipment needs, and room set-up (tables, chairs, etc.).

**Publicity** – Possible ways to publicize your activity are *GoodNews!* articles, posters on campus bulletin boards, fliers, worship announcements, emails, and website postings. Consider who your target audience is, and tailor your plan towards that group. Our Director of Office Administration & Communications is available to assist you with publicity in various media, including our website.

**Refreshments** – Consider the time of the event, the length of the event, and your target audience. What do you think they would need to be comfortable? Would you like to use our food service coordinator? (If food is served, and/or the kitchen is used, you will be required to contact our Food Service Coordinator.)

**Childcare** – Will parents benefit from having childcare provided? Call our Director of Children's Ministries to plan for this need.

Remember to plan for decorations, entertainment if appropriate, set-up for the event and clean-up afterward.

**The church staff is here to support your efforts. Do not hesitate to call. The Welcoming Desk Assistant will be happy to assist you in contacting staff members and lay leaders.**