HRCC Event Scheduling and Building Use

Process

1) Identify who is the ministry team leader or designated person in charge
2) If the event is not on an approved ministry plan, ministry team leader needs to request approval from Tiffany. Tiffany may need to take the request to the LT.
3) Once event is approved, the leader will talk to Sara Thrasher to confirm a date
4) **If the event is in the building, complete a building request form online to ensure:**
    - That the event is on the calendar
    - Bill knows what the space, set-up and heating/cooling needs are
    - Chris can make sure you have appropriate AV support
        - A link to this form is always at the bottom of the weekly email.

Roles and Responsibilities For a Church Sponsored Event

Ministry Team Leader Responsibilities:

- Ensure the event has pastor and LT approval (either through ministry plan or special request)
- Work with Sara to get a date on the calendar and talk about promotion needs
- Fill out a building request form
- Find volunteers to serve if needed
- Design promotion graphic or ask someone to do so
- Determine if cancelation is needed due to weather or something else
- Communicate cancelations to: Tiffany, Bill Higgins, Sara, those who may be participating
- Open and close the building properly (taking out trash, locking doors, checking windows, checking the bathrooms, turning off lights, etc.)

Sara is responsible for:

- Communicating promotion needs and dates to outreach team and Leah for the weekly email
- Communicating requests indicated on the form to Bill and Chris
- Requesting payment to AV person if applicable

Bill is responsible for:

- Finding someone for chair set up
- Setting HVAC

Chris is responsible for:

- AV consultation if needed