

Event Planning Guide



This guide outlines the steps and expectations for planning a successful event at Compass Christian Church. Following these steps will help ensure your event is approved, well-supported, and runs smoothly.



1. Submit Your Event Request Event Approval

- - Submit an Event Request for Lead Team approval before beginning any planning.
 - Annual event planning for the following year takes place during the fall budgeting season.
 - Do not move forward until your event has been approved.



2. Reserve Your Space Reserve Rooms & Resources

- Reserve your room and request all needed resources, including:
 - Tables
 - Chairs
 - Coolers
 - Other setup equipment

Important: Room requests and setup details must be finalized at least 14 days before your event. If not completed, the ministry is responsible for setup.

For all events, be prepared to provide:

- Expected attendance
- Room layout
- Setup/Tear Down requirements
- Special equipment needs

This information allows the Facilities Team to properly prepare and support your event.



3. Registration & Childcare

- **If your event requires registration or childcare:**
 - Set up event registration.
 - Submit a childcare request form 3 months prior to your event.



4. Communications & Promotion

- **For Tier 1 and Tier 2 events:**
 - A logistics meeting will be scheduled by the Event Manager.
- Promotion requests may include:**
 - Screen slides
 - Website updates
 - Printed materials

Be sure to monitor approvals and production timelines so promotional items are completed before your event.



5. Budget & Financial Planning

- Complete your Project Financial Plan (PFP) and obtain all required approvals.
 - Include budget lines for:**
 - Communications and printing
 - Decorations
 - Food/Catering
 - Volunteer appreciation
 - Miscellaneous expenses
 - Tablecloth dry cleaning (if applicable)
- Connect with Michelle for payment for your event.



6. Production & Worship

- **If your event requires production support:**
 - Submit a Production Request 2 months before your event.
- If worship is part of your event:**
 - Coordinate with the Creative Pastor.
 - Worship support is available only for approved Tier 1 and Tier 2 events.



7. Vendors

- **If using outside vendors, collect and submit:**
 - W-9
 - Certificate of Insurance (COI)
 - Workers' Compensation Insurance (if applicable)
 - Auto Insurance (if vehicles will be on campus)
 - Signed COI Agreement
 - Signed Contract
- Submit all completed vendor documents two weeks prior to the event.**



8. Volunteers

➤ Recruit volunteers for:

- Setup
- During the event
- Cleanup
- Tear down
- Hosting / Hospitality
- Check in

For all events, volunteer setup and teardown teams are expected to work alongside the Facilities Team. Please check for food handlers if serving food.



9. Facility Responsibilities

➤ Facilities will:

- Unlock rooms
- Turn on air conditioning
- Set up requested tables and chairs
- Reset rooms after the event

Because Facilities supports the entire campus, ministry partnership is essential for successful events.



10. Ministry Responsibilities

➤ Your ministry is responsible for:

- Recruiting volunteers / Creating Sign Up Genius
- Setting up registration form.
- Installing and removing tablecloths
- Bagging and labeling church tablecloths for cleaning after the event. Drop off bags of tablecloths in the west aud washer/dryer room.
- Setting up and removing A-Frames and H-Frames
- Providing volunteers for large-event setup and teardown



11. After the Event

➤ Complete the following after your event:

- Report attendance to the Front Desk for weekly reporting.
- Return all borrowed equipment.
- Clean and organize, and check back in any event supplies.
- Ensure signage is removed.
- Return rooms in good condition.

If your event is cancelled:

- Cancel the room reservation immediately.
- Notify the Event Manager so it can be removed from the master calendar.

Event Warehouse Guidelines

The Event Warehouse is a shared resource for every ministry. Please help keep it organized by following these expectations:

- Check out and check in the warehouse key from the event manager.

New Key Checkout Process

1. Scan the QR code.
 2. Complete the checkout form.
 3. Take the warehouse key.
 4. Return the key immediately after use.
 5. Scan the QR code again and complete the return form.
- Check out any items you borrow using the inventory sheets.
 - Check everything back in after your event.
 - Return all borrowed items to their designated locations.
 - *If you leave a cart of event supplies after your event, organize and return everything within two days. Event Manager will follow up if this is not done.*

Storage Locations

- A-Frames & H-Frames: Closet beneath the A Building stairwell
- Pillowcase Frames: back of the West Auditorium behind black drapes
- Tents: back of the West Auditorium behind black drapes

Ice Cream Trailer Guidelines

On-campus events

- Facilities will move and position the trailer.
- You are responsible for providing your own ice cream.

Off-campus events

- Your ministry is responsible for transporting, cleaning, and returning the trailer.
- Facilities can assist when needed.
- You are responsible for providing your own ice cream.

Event Planning Checklist

- ☐ **Event approved**
- ☐ **Rooms and resources reserved (14+ days before event)**
- ☐ **Registration completed (if needed)**
- ☐ **Childcare requested (if needed 3 months out)**
- ☐ **Promotion plan submitted (3 months out)**
- ☐ **Print and communications requests completed**
- ☐ **Budget approved**
- ☐ **Production request submitted (if needed 2 months out)**
- ☐ **Worship coordinated (if applicable)**
- ☐ **Vendor paperwork submitted**
- ☐ **Volunteers recruited**
- ☐ **Setup and teardown plan created**
- ☐ **Site map completed**
- ☐ **Event supplies needed ordered**
- ☐ **Event supplies checked out**
- ☐ **Attendance reported**
- ☐ **Event supplies returned and organized (2 days after event)**
- ☐ **Room left clean and ready for the next event**