

2019 EVENT POLICY

If your ministry's event support forms are not received by the office in accordance with the schedule below, **with all completed signatures**, (of which the event coordinators are supposed to obtain prior to turning it in), said event will be cancelled on the next business day following the form's due date, and funds will be returned to the General Operations account.

EVENT FORM SCHEDULE

Events Taking Place in the Months of:	Event Forms are Due on or before:
January, February, and March 2019	December 7, 2018
April, May, and June 2019	February 1, 2019
July*, August, and September 2019	May 3, 2019
October, November, and December 2019	August 2, 2019

Additionally, you are **REQUIRED** to submit an Event Evaluation Form within 14 days after the event. Failure to do so can have an impact on future ministry budget requests.

Event Support Forms are due any time:

1. Your event requires tables and chairs to be set up.
2. Your event requires the use of any Audio/Visual equipment (including mics) or personnel.
3. Your event needs any other ministry(s) of PRBC to provide assistance and support.
4. Your event requires time or space for rehearsals and/or planning meetings for a special event.
 - a. Please use the Ministry Information Form for regular monthly team/ministry meetings.
5. Your event is hosting any special guest or performer(s), as a formal letter of invitation needs to be sent to them. All invitations should originate through our Corresponding Secretary/office. All guests must be pre-approved by Pastor G via the Event Support form.

INVITING GUESTS

1. Event Forms for the quarter are received by the office.
2. Office/corresponding secretary will notify Pastor of guest lists received for the quarter.
3. The office/CS will email Ministry Leader with Pastor's decision.
4. Letter and Guest Services form submitted to Invitee.
5. The office will follow-up with guest 2 weeks after letter mailed.
6. Upon receipt of reply and/or Guest Services form, notifications and copies of form given to Ministry Leader, Nurses, Security Lead, and Hospitality Ministry.

FACILITY USE***

We WILL NOT double-book the use of the church, regardless of the locations being used. All events will be scheduled on a first come, first served basis. This applies to all rentals and ministry events, Homegoing services are the only exception.

REQUESTING ASSISTANCE OR USE OF MINISTRY EQUIPMENT***

You **ARE** requesting help from another ministry whenever you need the use or assistance of personnel, equipment, or a ministry's "designated" area.

You must take the time to directly discuss your needs with that ministry leader prior to requesting their signature. This is now covered on the Event form.

Example: Your ministry needs to use the kitchen, regardless of who is preparing the food, you must reach out to the culinary ministry leader and explain what your intentions are for your event. If culinary agrees, they should then sign your event form.

*If your event is reoccurring, it is your responsibility to discuss ANY upcoming or non-existent changes for each occurrence with the ministries affected, **with ample time for them to assist/respond.***

EVENT CANCELLATIONS

Should you have to cancel your ministry's event, or rehearsal(s), (due to lack of registration, or participation, etc.), it is the responsibility of the host ministry to:

1. Contact the office immediately to notify of the cancellation and have event removed from PRBC's calendar, website and social media outlets.
2. Contact all who were directly invited (churches, guest speakers, performers etc.) to inform of the cancellation, ONLY if there is less than 10 business days' notice provided.
 - a. *Should you have more than 10 business days to notify of cancellation, the office/CS will send a written notification on your behalf.*

This policy applies to all ministries.

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