

EVENT PLANNING

If your ministry's event support forms are not received by the office in accordance with the schedule below, your event WILL be canceled 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 2020	December 6, 2019
April, May, and June 2020	February 7, 2020
August, and September 2020	May 1, 2020
October, November, and December 2020	August 7, 2020

NOTE: 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 the use of PRBC campus space.
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/support.
4. Your event is hosting any special guest or performer(s), as a formal letter of invitation needs to be sent to them.
 - a. All invitations should originate through our Corresponding Secretary/office.
 - b. All guests are pre-approved according to the procedure below.

PROCEDURE FOR 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. **Office/corresponding secretary** will email Ministry Leader with Pastor's decision.
4. Formal Invitation and Guest Services form will be sent to guest, copy given to office..
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 the following: office/corresponding secretary, hosting ministry, nurses, security lead, and applicable hospitality lead.

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 with homegoing services being the only exception.

Effective November 1, 2019, all ministries are responsible for the setup, take down, and clean up for their events.

MEETINGS AND REHEARSALS

There may be moments when your regular monthly meeting is not enough. In the event that you need to hold additional rehearsals or need a place to have extra meetings, please use the link below to reserve those dates and times. This form is password protected. Please contact the office if you need assistance.

<http://bit.ly/PRBCRehearse>

JULY

EFFECTIVE IMMEDIATELY... The office has been deputized, with out exception, to deny all requests for any JULY events, small or large, on campus or off. DO NOT schedule any events, fellowships, meetings, gatherings, coffee breaks, video conferences, tele-conferences, etc. DO NOT seek special exception or approval for anything pertaining to JULY.

This sabbatical principle has been taught by Pastor Gibson and is the basis for the CHURCH's approach to July. July is to be utilized as a period of rest and an opportunity to enjoy quality time with our families except for Sunday Worship service.

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.