

CREATIVE APPROVAL PROCESS (SOP)

Area / Guideline

Approved by

Departmental Events

Department Lead

- Stay on brand
- Add a color for Event Branding
- Communication stays within the approved process
- Communicate all changes outside of SOP or Approved Process
- Don't make decisions for other Departments

TIER ONE

Ex. Creative Pastor

Creative Branding

Ex. Creative Pastor

Spending over \$100

Ex. Creative Pastor

Spending under \$100

Department Lead

Calendar Approval

Reservation Request / Event Request Form

New Songs

Worship Weekly Meeting

Production Changes

Sunday Run-Through

Communications Signage

Comm. Weekly Meeting / Email Approval