# Hosting an event with us

Please read before submitting your request. These are the responsibilities you are agreeing to when you plan an event at the church.

### Give us at least two weeks.

Please submit all event requests at least two weeks (14 days) before the event. We have a lot happening at church, and we need time to plan and coordinate.

### A request is not a reservation.

The office will review your date, space and needs and send an email confirming what is approved. Please wait for that confirmation. Special events involving registration, travel or guest speakers also need Pastoral Staff approval.

### Your team handles the event from start to finish.

The event and ministry leaders are responsible for planning, confirmed helpers, setup, tables and chairs, cleanup and breakdown. Make sure the people you list have committed to helping. Please do not assume another ministry or church volunteer will handle it.

### Put everything back exactly as you found it.

Leave every room clean and return tables, chairs, supplies and equipment to their original places. This includes any extra spaces you use, such as the kitchen.

### Make a plan for sound and slides.

If you need sound, slides or video, arrange someone who knows how to use the equipment and can run it competently. Listing a need does not provide an operator or reserve church equipment. Get office approval before using church equipment, take care of it and leave it as you found it. If equipment or approved operators are unavailable, arrange another suitable option, such as your own speaker or TV, with the office.

### Ask about extra rooms and transportation.

List every additional room or resource you need. For off-site events, tell us whether you need transportation and how you plan to handle it. A church bus, vehicle or driver must be confirmed by the office; please do not assume one is available.

### Send announcement details and graphics early.

If you need an announcement, give us your top five points in bullets: what the event is, who it is for, date and time, location, and what people need to do next. Include cost, registration details and a contact person where needed. Send graphics and complete event details as soon as possible. Graphics need office approval before use. Slides and app events need at least two weeks of turnaround time. Announcement tables are subject to office scheduling and setup requirements.

### Questions or changes? Please check with the church office.