

FIRST MISSIONARY BAPTIST CHURCH

EVENT PLANNING GUIDE



3509 Blue Spring Road, NW ■ Huntsville, Alabama ■ 35810 ■ (256) 852-8318

www.fmbc.org



FMBC Event/Project Planner

Table of Contents

| | |
|--|----|
| General Event Planning Information..... | 3 |
| Event Summary..... | 3 |
| Event Approval..... | 4 |
| Event Logistics..... | 5 |
| Technology Needs..... | 5 |
| Event Budget..... | 6 |
| Event Debrief (After Action Review)..... | 8 |
| Event Planning Information..... | 9 |
| FAQs..... | 9 |
| Use Of Space..... | 9 |
| Event Set-up and Décor..... | 9 |
| Clean-up and Safety..... | 10 |



General Event Planning Information

Complete this page with sufficient details to provide an overview of the event and its intended impact. Event Planning Guides **must be submitted 60 days prior to the event** to your staff contact person for consideration. Your staff contact person will communicate your event approval status. If you are unsure of your point of contact, call the church office.

Please note: Ministries should not schedule or contact guest speakers unless approval is granted by the pastor.

| | | | |
|---|----------------------|-----------------------------------|----------------------|
| Ministry Name | <input type="text"/> | Staff Contact(s) | <input type="text"/> |
| Event Name | <input type="text"/> | Event Date(s) | <input type="text"/> |
| Start Time | <input type="text"/> | End Time | <input type="text"/> |
| Location(s) Requested (Sanctuary, Fellowship Hall, etc.) | <input type="text"/> | Earliest Access Time Requested | <input type="text"/> |
| Ministry/Committee Members' Names | <input type="text"/> | Ministry Contact Person | <input type="text"/> |

Event Summary

State the purpose of event and the intended audience. (incl. specific details)

What is the event theme and scripture? (Note colors if applicable)

How many attendees are expected?

What type of event is being planned? (Banquet, conference, training, etc.)

Will food be served? (incl. number and type of meals)

Share the details associated with the event. (List activities that will occur for each day of event)

Are there any community outreach activities involved? (incl. targeted groups)

Please note the date of the event debrief. (A debrief date must be identified prior to the event approval being granted.)

Allocated Budget Amount (If no budget was pre-approved, provide estimated costs)

Name

Person Submitting Form (print)

Signature

Signature

Date

MM DD YY



For Office Use Only
Please do not write on the page.

Event Approval

Please note that ministries and committees should await signed approval of their event before proceeding with making financial commitments on behalf of the church.

Event Name Date(s)

Name Signature Date
Staff Contact *Signature of Approval* *MM DD YY*

Name Signature Date
Church Administrator *Signature of Approval* *MM DD YY*

Name Signature Date
Pastor *Signature of Approval* *MM DD YY*



Event Logistics

The following pages are intended to assist ministries with planning for events once approval has been obtained. This information should be submitted to the assigned staff contact no less than 14 days prior to the event.

To ensure ministry events are executed according to the plan, all details and logistics must be arranged in advance. The staff will support by posting events to Realm, social media, bulletin, Communicator, church announcements, etc.

State the promotional efforts the ministry will undertake. (Canvass neighborhood, contact members, etc.)

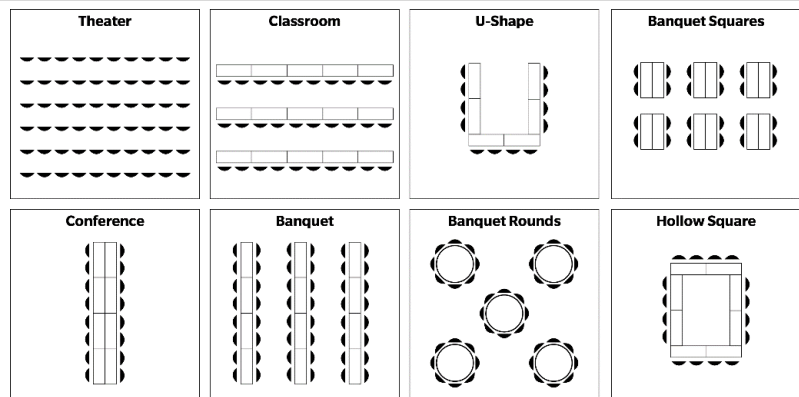
Is registration required for the event? (List the registration period)

What point of entrance is being requested for the event? (Sanctuary door, admin. entrance, etc.)

Will there be a need for outside entertainment (e.g., DJ, musician, etc.)

Will any city permits be required? (Special event, noise variance, etc.)

Identify the facility set-up needed.



Note if a setup other than the above options is needed.

Is transportation requested for the event? If so, list details. (Ministries must coordinate with the bus ministry.)

Technology Needs

Please identify the technology needs requested for the ministry event.

| Item | Y/N | # | Approved | Item | Y/N | # | Approved |
|----------------------|-----|---|----------|-------------------------|-----|---|----------|
| Microphone(s) Needed | | | | Computer | | | |
| Podium | | | | Projector | | | |
| Video/DVD | | | | Setup for Live Musician | | | |
| CD/Recorded Music | | | | Signage | | | |



Event Budget

The proposed budget must accompany any church event or activity that will require financial support from the church. While it is important to prepare an accurate budget as early as possible, it is equally important to review and update this budget throughout the process. This form is intended to predict expenses and should be updated with actual expenses as the event or activity concludes.

THINGS TO CONSIDER WHEN BUDGETING:

- ❖ To help manage costs and be good stewards of the church's resources, please be conservative with the number of participants when budgeting.
- ❖ Obtain quotes from multiple vendors for large expenses such as rentals and catering.
- ❖ All new vendors must be approved and a **W9 completed by the vendor must be submitted** to the Financial Comptroller prior to any checks being disbursed.

Will there be any income/donations associated with this event? If so, please list the expected outcomes.

Tickets Sold \$ Donations Received \$ Other Income \$

Please enter all anticipated expenses related to the ministry event below.

| Facility Expenses | Vendor Name | Estimated | Actual |
|--------------------|----------------------|----------------------|----------------------|
| Equipment Rentals | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Other Rentals | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Totals | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Décor Expenses | Vendor Name | Estimated | Actual |
| Flowers | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Balloons | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Centerpieces | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Paper Supplies | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Totals | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Publicity Expenses | Vendor Name | Estimated | Actual |
| Copying/Printing | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Postage | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Totals | <input type="text"/> | <input type="text"/> | <input type="text"/> |



| Catering Expenses | Vendor Name | Estimated | Actual |
|-------------------------------|--------------------|------------------|---------------|
| Food | | | |
| Drinks | | | |
| Staff and Gratuity | | | |
| Linens | | | |
| Totals | | | |
| Program Expenses | Vendor Name | Estimated | Actual |
| Speakers | | | |
| Performers | | | |
| Travel | | | |
| Hotel | | | |
| Totals | | | |
| Miscellaneous Expenses | Vendor Name | Estimated | Actual |
| Awards/Plaques/Trophies | | | |
| Gift(s)/Gift Cards | | | |
| Totals | | | |
| Total Expenses | Vendor Name | Estimated | Actual |
| | | | |



Event Debrief (After Action Review)

Following each ministry event, a debrief must be conducted with the team to assess the success of the ministry efforts. This information will aid the planning of future events.

Event

Date

Person(s) Conducting Debrief

What was the mission of the event?
Was it accomplished?

What went well?

How can the event be improved?

What future actions will be incorporated to generate 5-star experiences for participants?

What, if any, were the challenges and lessons learned for the event leadership?



Event Planning Information

First Missionary Baptist Church (FMBC) makes portions of its space available for use in support of ministry events. In order to help care for and maintain the Church's property and its contents, any and all reservations, agreements, and contracts for the use of the facilities must adhere to the following details.

FAQs

Use Of Space

What types of usage is allowed?

FMBC will allow appropriate groups to utilize our facility if the activities held are in support of educational, civic, community and/or church activities. Event purpose and mission cannot conflict with FMBC Mission and purpose or pose any danger or threat to event participants and/or our members.

Who can utilize space?

Both members and non-members may utilize facility space from FMBC. For interested organizations and educational institutions, again your activities, agenda, or purpose should not conflict with the mission and vision of FMBC. Use of FMBC space for non-FMBC events may incur a fee.

When is the facility available for use?

Events will not be scheduled on national or church recognized holidays, during FMBC Sunday worship times, Bible Study, or during our major church-wide events, such as Christmas Concerts, Church Picnics, etc. when usage may present a conflict with staffing or equipment. **There is a minimum of 21 days notification required for all Facility Request, no exceptions.**

What time is the facility available for use?

The facility is available for use during our standard operational hours, as early as 8:00 a.m. and as late as 8:00 p.m. Monday through Friday, and as early as 8:00 a.m. and as late as 5:00 p.m. on Saturday. These times have been established to allow our staff adequate time to clean and secure the campus.

Event Set-up and Décor

How long do we have to set-up?

Arrangements regarding building access, deliveries, additional set-up requirements, and removal of special rented equipment must be reviewed in advance with the FMBC administration. We will allow up to two (2) hours prior to your event for set-up. Setup time must occur within the standard operational hours.

How do we handle renting outside equipment?

The requestor is responsible for renting or supplying any special equipment needed for the event such as exhibits, displays, computers, cameras, instruments, special tables, and chairs. This refers to any table or



chair that are not part of FMBC current inventory. All rented equipment must be removed immediately following the event or at the prearranged specified time as agreed upon by the FMBC office. The church will not be held responsible for lost or stolen supplies, equipment, or other property belonging to the individuals or outside vendors. The ministry shall be responsible for all fees associated with any vendor contracted for services for their event.

What about room set-up?

The requestor is requested to provide sufficient time and notification for all room set-up requirements. Final set-up design is requested seven (7) days prior to the event.

Any item that is considered a permanent fixture cannot be moved or disconnected from electrical sources. Any non-authorized tampering with and/or moving of permanent fixtures such as keyboards, sound board, lighting, or pianos, etc., is prohibited.

What are the regulations on decorating?

All greenery or live flowers must be treated by a commercial florist to prevent the introduction of insects or pests into the Church. Special attention should be given to holiday floral displays, which often incorporate plant material gathered from wooded areas, rather than traditional floral supply houses. Any special delivery outside the agreed set-up time must be coordinated with the FMBC office.

Use of adhesives, such as glue and tape, on walls, pews, or fixtures is prohibited. In addition, you may not nail or screw items to any surface of the church.

Clean-up and Safety

What about disposal of trash and other items?

Ministries and their suppliers are responsible for trash removal and ensuring adequate cleanliness. All trash must be placed in sealed bags and placed in the designated trash receptacles at the conclusion of the event. Tables and chairs belonging to FMBC must be free of food, drink, and properly cleaned.

Our definition of safety hazards.

Any object that inhibits the full walk path or obstructs the view of any person of varying heights, physical strength, and cognitive ability, may be deemed a safety hazard. All electrical cords and equipment provided by the requestor must be properly installed so as not to present a hazard for guests and must be in accordance with the Huntsville Fire Department safety guidelines. All music levels must conform to standard residential codes. Any equipment, such as stage lighting, must be approved through the FMBC Church Administrator.

Additional safety concerns and regulations:

FMBC is concerned about the safety of all guests and members. To ensure the security of the facility and its contents, as well as to minimize the liability to individuals on our campus, all non-rented areas are off limits



to the guests, members, vendors, and other support staff. Propping doors open and use of non-authorized entrances and exits is prohibited. Designated entrances are assigned for your event. Prior to your event, clarify which entrance will be made accessible, so that you can properly communicate that information to guests. Signage may be used to provide directions for guests in order to avoid disorder and confusion.

The following is damage and regulation information needed for a successful event:

The Church is subject to various regulations, which require the following prohibitions:

- The FMBC campus is a smoke-free environment. Smoking is prohibited throughout the facility and grounds, including outdoors.
- Use of drugs or illegal substances is prohibited on premises and subject to prosecution.
- Firearms are prohibited on premises, excepted by law enforcement, and authorized personnel.
- Open flames (candles may only be used when placed inside glass holders or containers.
- No throwing confetti or glitter or other materials inside or on the grounds of any of the facilities.
- Nothing may be hung, nailed, stapled, tacked, or taped to any of the facilities walls, ceilings, floors, or furnishings.
- Helium filled balloons must be properly anchored and cannot be released. All balloons must be removed following the event.
- Only the approved entrances and exits may be used during the event.
- Arrangements may be made for caterers and delivery personnel to use alternate entrances after first checking in with staff.
- Hosts, guests, and all contracted personnel will conduct themselves in a manner benefiting that of a church environment.
- The Communion Table, seasonal decorations, and other permanent fixtures cannot be removed.

The ministry assumes full responsibility for any damage to the physical premises and properties of the Church and for any personal injuries that occur within the hours during which the event takes place.

To schedule and coordinate ministry activities in this space, please consult your staff contact person, to coordinate all ministry details.

Please note that this guide may be updated as needs change. It is advised that a new guide be obtained from the website for each event to ensure the latest version of the guide is being used.