

Christ Church Episcopal
Event Planning Process
Request to Place an Event on the Calendar

Christ Church is a congregation that remains active and engaged in our ministry throughout the year. To ensure that all events sponsored by Christ Church Ministries are planned and coordinated to accomplish their desired intent, this process has been designed to assist the Program Staff in reviewing and scheduling significant events on the Christ Church Calendar so that our resources can be used effectively to support the ministries in reaching their desired outcomes. Events can be for a single day, multiple days or a series of meetings on one topic.

Events that fall under this process are those which require a significant outlay of human and material resources. Some guidelines for determining if an event falls into this category are:

- events which involve more than 25 participants
- events which have cross ministry impact
- events which involve bringing guests onto our campus and/or into our worship
- events which include an overnight

For all events that fall into the significant category, the following steps should be taken by the sponsoring ministry.

1. Each ministry planning a significant event will submit a 'Request for Placing an Event on the CCE Calendar' form for each event or series of events prior to the event being placed on the Christ Church calendar.
2. Please submit the attached form to Jan Modlinski in the Christ Church office to be placed on the next program staff meeting agenda. The Program staff meets every 1st, 3rd and 5th Tuesday morning. Ministries making requests should plan appropriately.
3. The program staff will review the request in the context of the entire church calendar. They will either approve the event, suggest an alternative date or contact the ministry for more input or clarification.
4. Approved events will be placed on the main church calendar available on the web site.

If you have any questions about whether you need to fill out a request or questions on filling out the request, please contact Kathy Nunn at 364-0394 x24 or k.nunn@christchurchrichmond.com

Christ Church Episcopal
Request for Placing an Event on the CCE Calendar

Event Name: _____

Sponsoring Ministry _____

Requested Dates _____

Total Number of Planned Participants _____

Event Leader (s) _____

1. Please describe the event and its objectives/purpose.

2. What resources are needed for this event:

Which spaces/rooms are requested: _____

Beginning and ending time, including time needed prior and after the event for preparation and clean up

Equipment needs: (tables, chairs, projectors, screens, etc):

Special set up needs and/or extra sexton support, nursery care, audio/visual:

Is the sponsoring ministry's budget absorbing all the costs for this event? _____

Please submit this form to Jan Modlinski in the church office or at j.modlinski@christchurchrichmond.com