

Planning Your Eliot Event

So you want to plan an event at Eliot for Eliot people? Follow the flow chart below to cover all the bases to help you create a successful, well-attended event.



1 Loop Us In

If this is a new event, it's important to **bring the minister or appropriate staff member into the loop as soon as possible** to make sure that we are aware and to ensure that this does not conflict with something else already in the works. In addition, staff is here to provide support. **Not sure whom to contact?** Send an email describing your event to frontoffice@eliotchapel.org and ask to be directed to the right person.

2 Check the calendar

Do NOT decide on dates or rooms without checking with Administrative Assistant **Christie Lee** in the church office. You can do a preliminary check of the calendar online at www.eliotchapel.org. Click on the green "calendar" button. But keep in mind that some outside events don't show on the online calendar. **Bottom line: contact Christie first** at 314-821-0911 or frontoffice@eliotchapel.org.



3 Request A Room

Once you've picked a date and you are ready to book a room, you need to submit a **Room Request Form**. You can pick one up from Christie in the church office or you can do it online at www.eliotchapel.org. You can find the form listed under "Our Community." The form also allows you to request a particular **room set-up** or **special equipment** and make arrangements to **get into the building** for an after-hours event.

Get the word out! 5



Once you have taken care of all of the internal details, it's time to make sure that people know about your event. Communications Specialist **Debby Lovell** can help you do that. Please see the **"Publicizing Your Eliot Event" flyer** for more details, then contact Debby at news@eliotchapel.org.

Need childcare? 4

If you would like to offer childcare during your event, Director of Religious Education **Scott Stewart** is the man to contact. Please give him at least **TWO WEEKS NOTICE prior to the event** to allow him time to arrange childcare providers. **PLEASE DO NOT PROMOTE CHILDCARE SERVICE UNTIL YOU HAVE ARRANGED IT WITH SCOTT.** You will need to provide a childcare sign-up deadline of one week prior to the event in your event publicity. Please note that because of scheduling and availability, childcare is not guaranteed. Contact Scott at scott@eliotchapel.org as soon as you have settled on a date.



Please note these steps are for an internal event for Eliot members and friends. If you are planning an event for an outside group and would like to rent space at Eliot, please contact Christie Lee in the church office at 314-821-0911 or frontoffice@eliotchapel.org.