

Program/Event Planning

What is the program lead

Program leaders are the people in charge of a specific project or projects within a company. As the program leader, your job is to plan, budget, oversee and document all aspects of the specific program/event you are working on. Program leaders will work closely with ministers to make sure that the scope and direction of each program is on schedule, as well as other ministries for support. Program leaders might work by themselves, or be in charge of a team to get the job done.

Prayer

- Ask God to help you as you plan, prepare and implement the program/event
- Ask God to lead volunteers to the event/program (if needed)
- Ask God to begin preparing the hearts/minds of those who will be in attendance

Pre-Planning

- Work with Minister in charge of planning. Schedule a time to talk about upcoming events/programs that are at least one month away. Find out what ideas he has and the purpose of the event.
- Check with other members of the staff to see if they have suggestions or recommendations about the event idea.
- Review other church websites/social media pages to get ideas about a similar event.

Planning

- Research what the event will cost. Any item needed over a specific cost may need to be preapproved before purchase, so find out the pre approval amount.
- Promotion - Find out what print/video needs the minister would like to have for the event. A sample promotion plan could include the following:

<u>PROMOTION PLAN</u>
Event Name:
Event Date:
Forms Completed by:
Begin Promoting:
Promoting Locations:
Materials Needed:
How To Promote:

- Printing - What materials will be needed that the print department needs to print in bulk.

- <https://www.espace.cool/> : Ensure this site is utilized so that each department head is aware of what is needed. This also ensures maintenance is aware of the event.
- Volunteers (if needed): Begin planning how many volunteers will be needed for the event. Plan accordingly and work with minister for recruiting.
- Supplies - What supplies will be needed for this event? Begin creating a list and begin ordering supplies as soon as possible. Try to avoid making any last minute orders.
- Volunteer Appreciation - If volunteers are needed, think of a way to appreciate the volunteers *during* the event. A handwritten card or piece of candy can make a difference.
- Set-up - Plan set-up/preparation dates accordingly and promote that help is needed (if needed).
- Clean-up/Take down - Plan time to clean up and take down any items. Items to remember to take down
 - Promotion materials
 - Stage decorations
 - Hallway decorations/High Traffic decorations
 - Other areas: _____
- Evaluation Time - Take time to evaluate the event with the minister. Be sure to include your thoughts about the event and how it can improve and what went well.
 - Will volunteers share their evaluation for the event? If so, think of a way to gather their input.

Implementing

- Promotion - Make sure families are given 2-3 weeks of promotion to plan accordingly. Forms of promotion can be (not limited to):
 - Email
 - Social Media
 - Text Messaging
 - Postcards
 - Brochures
 - Posters
- Take time to pray before the event. Both personally and with the team.
- During the event, walk through the areas and make sure all areas are going as planned.
- Thank volunteers during the event
- In the event of an emergency, contact proper authorities
 - Maintenance
 - Security
 - Minister
 - Parent/Family Member
- Clean-up - Make sure the area is clean and ready for the next day of events at the church. Ensure promotional materials are not left up for more than 48 hours. Ideally, they should be taken down immediately after the event or the following day.

Evaluation

- ❑ The following day, do a SWOT Analysis and share it with the scheduled appointment with the MOC.
- ❑ If possible, gather any thoughts from volunteers.