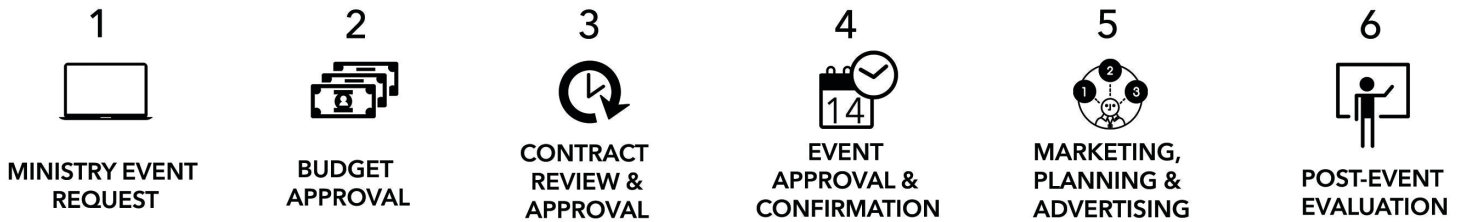


the FOUNTAIN PRAISE

LEADERS TRAINING

Remus E. Wright, Senior Pastor & Mia K. Wright, Co-Pastor

EVENT PLANNING PROCESS



- 1 Leaders are required to submit proposed events for the church calendar in advance to the Director of Ministries. This is done at the fall leaders meeting. If an event was not approved in the fall meeting, or needs to be scheduled outside of this time, an email to the Director of Ministries must be submitted prior to ServiceU Request.
- 2 A. **BUDGET:** The Detailed Budget Worksheet must be submitted to the Finance Committee via email at finance@tfop.org or turned in to the church office. This must be complete at least sixty (60) days prior to your event. All ministries must adhere to the Financial Procedures for Ministries.
B. **CONTRACT REVIEW AND APPROVAL:** Submit all contracts to the church office. This includes: letters of agreement, purchase orders, contracts, etc. **[No ministry leader is authorized to enter the church into an oral or written agreement or contract.]** All contracts must be approved and signed by the Chief Operating Officer.
- 3 Use ServiceU to submit facility requests. Each ministry must have a completed ServiceU request on file in order to guarantee your event (whether on campus or at an offsite venue). Meeting rooms are assigned according to availability and need. Once the submission has financial and event approval, it will be confirmed via ServiceU.
- 4 Once the submission has financial and event approval, it will be approved in Service U and added to the church calendar.
- 5 No requests should be submitted to publications until Event Confirmation has been received. Use the Publications form to request brochures, certificates, flyers, posters, programs, t-shirts, ministry manuals/handbooks, evites, plaques, banners, web page or update, or any item with the church's name on it. Submit requests on the Publication Work Order Form at least (21) **business days** prior to date needed. Some publications will require more than (21) **business days** to complete. Items not published in-house should be submitted to the office for approval before distribution. **(No exceptions).** Ministry events should not be advertised electronically (through social media or email) until the event is approved.
- 6 Do an evaluation of your planning and the event to identify opportunities for improvement. Both qualitative and quantitative feedback should be solicited.