

Process for Holding a Ministry Event at West Des Moines campus

This is to help you on what to do in order to make your Ministry Event a success. Questions? You can always go to Gail Smith or Heather Goeders for direction or ideas.

1. **Date** – If the date of your event is not within the timing of the season for genesis forms, please have director take it to the director’s meeting to get approval – this typically 2 weeks to get approved.
2. **Genesis form** – fill out the genesis form with as much detail as you can. If you think you are going to need food, need certain rooms, if you wish Café Hope was open or registration is needed with special questions - put it on there with adding a comment to the bottom stating you will update if things change or if more details are to come. Each ministry director will let you know if this will work for their area.
 - a. **Food** – remember put down all times you will want food. If only for volunteers you are responsible in catering the food. This is contingent on fees, availability on food service staff and numbers. This includes snacks and water bottles, coffee etc. Reminder if less than 50 people to be served, food service cannot guarantee they will be able to serve the food but they will work with you on ways to feed them. ie – cart filled and ready for you with lunch meat sandwiches you serve, food for you to put in warmers and clean up afterwards etc.
 - b. **Rooms Needed** – please remember there is a Standard Set up for ALL Rooms, located on the shared drive. If a setup is unavoidable, please approve through leadership. A plan will then be put in place through leadership and facilities director to ensure the rooms are correctly set back up.
 - c. **Café Hope** – if it is off hours and it doesn’t make sense to be open just for coffee staff may let you know this is not possible. If tickets need to be sold for the event, need to coordinate with Café Hope
 - d. **Registration** – if you are not using Hope’s registration you are solely responsible to know numbers and keep everyone informed – food, rooms etc. If using Hope registration most staff that need to look, will be able to do so on their own.
 - e. **Production** - include as much information as you know about the possible video, audio, and lighting needs.
3. **Numbers** – when planning guesstimate as best you can but also have a way to get numbers – with selling of tickets or registration.
4. **Volunteers needed** – this is the time to reach out to your volunteers in the ministry for help, however if you would like extra hands reach out to Gail or Heather and they can possibly send out an email for additional help. If they find you volunteers, they will send you the names and emails and you will communicate all details from there. This does include being the onsite point person the day/night of the event.
5. **Last minute changes** – **PLEASE FILL OUT THE APPROPRIATE FORM FOR ALL CHANGES.** This will ensure each support ministry will receive the correct information and appropriate changes will be made. This will avoid you having to go and talk with each area, allowing your change to be accurate and communicated to the correct staff involved.
6. **Printing** – PLAN AHEAD. Any printing needs, should be requested through the print form on the intranet with all the other genesis forms. This will ensure they have enough to complete the request, have paper on hand and correct file to print. Please remember things that need to be created need to go through communications first.
7. **Supplies Needed** – Again Plan Ahead. If you are needing supplies, pens, post-its, tape, etc, please email office@hopewdm.org at least a week ahead of time. If you are wanting something customized you are responsible to find best pricing online or check with Gail on companies she has used in the past.
8. **Production Needs** – please email production@hopewdm.org to discuss your needs and determine if your team can be trained on the equipment or if you will need a Production team to be scheduled for your event.”
9. **Merchandise Sales** – Must be pre-approved by leadership including when the time of sales. This then needs to be on the genesis form OR a change request needs to be submitted with details. Merch tables NEED TO BE COVERED at least 1 hr before Worship services and nothing sold until after if the concert follows worship.
10. **Communication Needs** - There is a communication form for you to use. If you are struggling with what you want, email communications@hopewdm.org for a meeting to talk through ideas.

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11. **Day of ...** - Make sure you have your point person, someone that knows all details. They are responsible for the following:
 - a. **Arrive early!**
 - b. **Check in with support ministries** – letting them know you are the point person for the day and how to get ahold of you if questions.
 - c. **Greet your speakers**, making sure everything is set up with them
 - d. **Meet with your volunteers**
 - e. **Help out where needed**
 - f. **Clean up after, ensuring rooms are set up correctly. (see 2b)**