

ULV Event Planning Guide / Polices & Procedures

This guide is designed to assist ULV members and congregants in planning events for or at Unity of Lehigh Valley. If you follow the recommendations in this guide, it is our hope that your event or activity will be successful.

Scheduling

Please complete and submit a Facility Use Request Form to the church office. Your request will be reviewed, and scheduled on the church calendar after it is approved by the Board of Trustees and Minister. Requests are reviewed on a weekly basis and confirmation of your request will be made within 10 business days of receipt.

Things to consider:

- Be sure to include dates / times for set-up & clean-up in your planning.
- Is this a one time or ongoing event?
- What is the purpose / goal of the event?
- Know which rooms in the building that you will need for your event.
- Is this event at the church property or another location?
- Will outside vendors/contractors be involved? Are contracts involved?
- Know about how many people will attend your event (community event, all church event, small group, etc.) Please note that the Sanctuary as set up for Sunday Services will comfortably hold approximately 85 people.

Set up, decorating, preparations

Be sure that you have made arrangements to unlock the building for your event if necessary. You may need to make arrangements with the church office to borrow a key or be sure someone who has a key is part of your event (refer to the *Key Policy*).

Take the time to put yourself in the place of a first time participant. Think about whether you should arrange for a host / greeter, serve coffee or other refreshments, provide name tags, or take other steps to help make ULV a welcoming place for those participating in the event. Taking these steps reflect well on you and the church, especial for newcomers and friends.

Consider how the room will be set up. Will you require tables and chairs? Will you require the use of piano, flip chart, markers, an A/V tech to operate any of the following: microphones, CD player, dvd player, soundboard / speakers, laptop, projector, screen?

Will there be decorating for your event? When will that be set up? By who?

Will there be any deliveries such as flowers, food etc? Please arrange for yourself or another person from your committee to be present to accept the delivery.

Are you planning on using the kitchen? You will be responsible for providing supplies as well as the clean up of the kitchen at the end of the event. The kitchen should be restored to its original condition.

Will you need childcare during your event? Who will provide childcare and where will it be? If you would like to utilize one of the youth rooms downstairs and/or utilize ULV Youth Education volunteers, please contact the Youth Education Director 3-4 weeks prior to the event to arrange for caregivers. Think of the type of care needed (strictly babysitting, or care with directed activities) and the different ages that will need child care.

Find Help

Think about the different things that need to be done and find others to help you do the work. Based on the magnitude of the event, do you need the assistance of a co-sponsor or a team? People want to help and want to be asked. People appreciate: well defined tasks, clear direction, and good support. If you provide these, your volunteers will thank you. Either verbally or in writing, provide a brief and clear explanation of what is needed. It will help avoid misunderstandings. If people know what you want, they are more likely to do it. You may want to ask people to help with: Publicity, Money, Calling, Entertainment, Refreshments, Set-up / Clean-up. Make sure to express your gratitude after the event and volunteers will be more willing to help again.

Promotion / Marketing

Things to consider:

- Has this event been done in the past? Are there old flyers, articles or information available?
- Who is the “target” audience? (Lehigh Valley & beyond, Emmaus community, church, youth/teens/students, parents, etc)
- Are there any other organizations that would partner/collaborate in this event to provide a bigger audience?
- Prepare articles/short paragraphs for the bi-monthly newsletter, weekly e-update, website, announcements, & bulletins. Feel free to submit photos as well. Submission is preferred via email but hand written items will also be accepted. Submit these to the church administrator 4-6 weeks prior to the event. The earlier the better.
- Prepare press release for local papers. Submit these to the church administrator 4-6 weeks prior to the event and they will be sent out to local media contacts. The earlier the better.
- Prepare a poster/flyer with the “who, what, when, where” of your event 4-6 weeks prior to the event. (Contact the church administrator if you need assistance.)
- Arrange a list of places to place the posters/flyers. (Church bulletin boards, Library, local stores, colleges/universities, community centers, other local organizations) Who will place the posters at these locations? When? Will they need to be removed after the event? By who?

If you need to know how many people are coming you may want to arrange for a sign up sheet with the church administrator. A response form or registration form can also help you know who will

be attending. A person promoting the event during Sunday fellowship / H.U.G. Meeting can increase response. If you call people and personally invite them to an activity, you will have a better response. If there are funds involved, collecting money in advance is a good way to ensure participation. (If funds are involved, please review the information in the next section.)

When Money Is Involved In the Event

When possible, we hope that expenses are kept to a minimum. Planners may choose to donate some items to lower the costs.

When you anticipate expenses for an event, be sure to gain approval from the Board of Trustees and the Minister prior to the expenditure(s). Approved expenses may be reimbursed with documentation and receipts.

In cases when you must charge people in advance for an event to cover expenses, we recommend collecting monies, turning them in to the church, and having one check written from the church according to the following procedure. Let people know the exact cost of the event and when you need to have the money paid. Advanced payments require a receipt or ticket to be provided to the purchaser as confirmation of payment. The church office has receipt books available and can assist with printing tickets.

We prefer checks made payable to Unity of Lehigh Valley but cash is acceptable. To protect yourself, two people should be involved in handling all cash.

Income envelopes are available to assist you in collecting and tracking money from participants. It is your responsibility to keep and turn in an exact record of all money received, who has paid, and the total amount submitted.

Turn in approved receipts as often as possible and clearly mark them for the event. The church administrator will keep track of the total amount collected and receipts submitted for reporting purposes.

When charging at the event, please arrange for two money handlers/counters. Please contact the church administrator 2-3 weeks in advance if you will need a cash box at the event. All monies collected should be documented in an Income Envelope and submitted to the church office immediately following the event.

When Contracts Are Involved In the Event

If contracts are needed for outside vendors or for off-site locations, the contract must be signed by an authorized officer of the board (President, Treasurer) and/ or the senior minister. Contracts signed by individuals are not considered valid to bind Unity of Lehigh Valley and the church will not be responsible for payments or conditions. The event and any costs must be approved by the board in advance of the signor reviewing the terms and conditions of the contract and signing. If the authorized signor has any questions, further advice should be sought before signing the contract. All original contracts must be submitted to the church office to be kept on file.

Serving Alcoholic Beverages at ULV Events

While the social use of alcohol in moderation is acceptable, the church acknowledges the challenges it presents in the lives of many and honors those who choose to abstain from alcoholic beverages. The serving of alcoholic beverages should be specifically requested as part of any Event Request form submission.

1. The sale of alcoholic beverages on ULV property is prohibited unless proof of a license to sell alcohol is provided 10 days in advance of the proposed event.
2. The serving of alcohol to minors, under the age of 21 years is prohibited under this policy and under Pennsylvania state law.
3. Any beverage which contains alcohol must always be clearly labeled at church events.
4. Drinking alcohol should never be a social requirement. Whenever alcohol is served in any form, non-alcoholic alternatives must also be offered with the same access and social appropriateness as the alcoholic beverages.
5. Events which target youth and families should not include the serving of alcoholic beverages.

Clean-up

You are responsible for restoring the spaces used to its original condition on the day that your event ends. Please contact the church administrator ahead of time to review where cleaning supplies are located (if needed).

As you leave the building, please check *ALL* doors & windows of the building to make sure that they are securely closed.

If you borrowed a key, please ensure that it is returned to the church office as soon as possible (See *Key Policy*).

Follow Up

Please submit a summery / debrief of the event. What went well? What would you improve if done again? Include any important information for planning purposes for the next person who plans this event. Include attendance, room set up, menus, etc. Keep a copy of this file and submit a copy to the church office. You may find it helpful to have an after event meeting with the other planners / volunteers / board members that participated in your event to include other perspectives in the summery / debrief.

CONTACTS

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Event Debrief for

(Event Name)

Event Date:

Event Attendance:

Event Summary:

What went well?:

What would you improve or suggest if the event is done again?:

Please use additional pages for other comments, suggestions etc. Attach any supporting documents.