

Event Planning Checklist

(Revised August 2, 2023)

Planning

- ☐ In order to avoid booking conflicts, please contact The office administrator as soon as you set a date for your event so we can confirm the space is available and add your event to the calendar.
- ☐ When planning your event times, take into consideration pick-up and drop-off times for preschools and other events. The parking lots can be very busy at those times.
- ☐ The office will also post the event on the events page of our website if needed.
- ☐ At least 4 weeks prior to the event, prepare a short announcement and send it to the church office letting us know what dates you would like to have it included in the bulletin. Announcements need to be received in the office by Wednesday at 10 am to get in the bulletin for the following Sunday.
- ☐ Please include the following information:
 - Subject line (Name of Event)
 - Date and location
 - A brief description of the event and any requests for helpers and/or donations.

Here are a couple of samples – feel free to use these as a template:

Soup Sunday

The next Soup Sunday will be on Sunday, November 24 after the service at the 127th St. site. We need soup makers, people to help set-up, serve, wash dishes, and clean-up. Sign up sheets are in the Narthex. Please sign-up so we can make sure that we have the helpers we need to make this time of food and fellowship happen. Your assistance is appreciated.

Proceeds from your donations go to Community Dinners.

Women's Advent Service

*Mon., Dec. 2nd at 7 pm at the 127th St. Site. Take time for this annual opportunity to calm your heart and mind in preparation for Advent. All women are warmly invited to attend this service. Join us at 7 pm to enjoy a warm drink, goodies and conversation. The service will be from 7:30 – 8:30 pm. **The Advent planning committee would be happy to accept donations of cut and plated baking for the Women's Advent Service. Baking donations may be dropped off at the 127th St. Site from 2 – 4 Monday afternoon.***

- ☐ If you need to recruit helpers, prepare sign up sheets and place on clipboards in the narthex a couple of Sundays prior to the event. You can ask the office to include about signing up in the weekly announcements.
- ☐ Let the office know if you need the preschools to clear space in the lower hall/basement and we will notify the teachers.
- ☐ If you don't have keys for the buildings and/or an alarm code for the 127th St. site please let the office know so we can arrange for someone to open and close the building.
- ☐ Let the office know if you need help with setting up tables, chairs, etc. We can arrange for the custodian to help.
- ☐ If the event is open to the public and food is being served you will have to get a Temporary Food Permit from Fraser Health. The application will need to be submitted well in advance of the event (minimum 14 days prior). Let the office know that you have applied for this permit as we have a limited number per year. Here is a link to the application:

https://www.fraserhealth.ca/-/media/Project/FraserHealth/FraserHealth/Health-Topics/Food-Safety/Temporary_Food_Premises_Application.pdf

Organizing

- ☐ Arrange for someone to come in a little early to turn up heat if needed.
- ☐ Organizers are responsible for arranging for their own dishwashing, kitchen duties, cleanup, etc. Contact the Hospitality Team if you are not familiar with kitchen procedures such as operation of the dishwasher.
- ☐ Please pay attention to signage in the church buildings.
 - There are signs in the kitchen at the 127th St. site with instructions for dishwasher.
 - There are signs with instructions for making coffee in the kitchen at the 127th St. site and in the narthex at the 24th Ave. site.
- ☐ If food is being served someone with Food Safe Certificate needs to supervise. The office has a list of people who have this certification.
- ☐ Organizers need to familiarize themselves with emergency procedures for the building (there are signs in the narthex, and lower hall/basement) and location of AED (defibrillator) and first aid kit.
- ☐ ***Before moving anything, it is recommended that you take a picture of the room set-up.*** Anything you move must be put back in its place so that the preschool doesn't need to rearrange in the morning. Large instruments, such as the grand piano, must not be moved without musicians permission. Large furniture items must be moved in consultation with the PUC custodian and the space must be returned to the original arrangement.
- ☐ Specialized equipment such as sound system, video, projectors, computers and monitors, may only be used by qualified and/or designated technicians. If you need access to the audio-visual equipment let the office know so we can put you in touch with one of the technicians.
- ☐ Please leave the premises and equipment tidy and clean and in the same condition as found. Garbage and recycling need to be put in the correct bins.
- ☐ If there are any breakages/damages please let the office know.
- ☐ A responsible, supervising adult must remain with any children in attendance.
- ☐ Smoking, the consumption of alcohol, and the consumption of non-prescription drugs are prohibited on the Premises.

Closing Procedures

- ☐ Turn off all lights, equipment, dishwasher, etc.
- ☐ Close all doors and windows.
- ☐ Make sure everyone has left the building and make sure everything that you want to take with you is outside or in your hands before locking up or setting alarm if required.
- ☐ Do not re-enter the building, for any reason, without DISARMING the alarm (127th St. site).

Follow-up

- ☐ If you would like to include a thank you announcement in the bulletin after the event, again please prepare a short announcement and send it to the church office. Here are a couple of samples of what we've done in the past:

SOUP SUNDAY – *Thank you to everyone who contributed to and enjoyed Soup Sunday on _____. A total of a _____ was raised for the Community Dinners. The next Soup Sunday will be _____.*

Women's Advent Service – *Thank you to all the 240 women in the community who came out to our annual event! It was a lovely evening with the entertaining Rev Debra Bowman, beautiful duet of Bruce McAndless-Davis and John Leighton, and musical talents of Ben Dunnill. Thank you to all the bakers and committee members for their hard work.*

Contact the Hospitality Team if you have any questions.

Hospitality Team: Raquel Merriman, Judith Charlebois (Co-Chairs)
Joan Strutt, Pat Logie