

Event Set up Guide ***Sample***

July 2021

This guide is basically a check-list for the details to setting up a space for an event. Some details may not be necessary, depending on the needs of the Event:

Logistics

In order to communicate with other departments there are some basic decisions that need to be made and communicated. ***These decisions need to be made at least 6 weeks ahead of the event.***

Day and time, how many participants, who is the main contact person, what is the main idea, audience or target message. Will there be childcare, food, music, etc. Will this require anything from the participants? After these basic things are narrowed down you should begin making the following requests. Do not assume all will be granted.

Venue: Select and make necessary reservations depending on the campus and their system for reserving space. If room set-up is required prior to the event for tables and chairs not as typically set up for that space, facilities needs to be contacted. ALSO, if you need a staging area, a hospitality room or a foyer presence, these areas will need to be reserved as well. You may also need to reserve AirConditioning to be turned on.

Environment: So this is where decorations, music, etc may need to be considered. This will also dictate where or how tables/chairs are set up, where the podium is placed if any, etc. Do you want a worshipful, quiet, or loud, serene, reflective environment or loud party, celebration atmosphere. What mood or outcome do you want? Will you be needing signage, will this be a regular event?

Childcare: Only certain activities are listed for paid childcare. Check with Janet Cooper or the SOP online in the Staff Forms. The form must be filled out and completed by the 20th of the month prior to the event.

Food: If the event is catered, make sure these arrangements are made well in advance. Select someone to take charge of the food for pick-up, or working with the caterer. If providing the snacks and drinks, make purchases closer to the event date for freshness and for storage issues.

BayPro: There is a form now available for setting up BayPro, if your ministry does not have an expert available. This request should be put in 30 days prior to the event.

Music: If the event requires music, this also needs to be arranged by contacting the campus worship pastor or the school of music. (Asking Worship for more information about the proper way to request worship.)

Video: If this seminar, workshop or event is to be taped for further training or b-roll, this request needs to be made at least 5 weeks in advance using the form provided in the Staff portal.

Registration: This is optional if you do not need a head count or not charging for the event. Request to set up the registration from the PCO champion over your area. They will make you a manager. From that point you are able to set up what you need for the details of the event, how you want to be notified etc. ***If name tags are needed, be sure to have the Check-In set up the week of your event.***

Event Content:

Worship Songs selected

Speakers and Topics chosen and time expectations made clear. Also provide the *slides to Baypro* in a timely manner. Also bios for introductions

Props - if a speaker needs any props for use in their presentation, or white boards and markers, Big post it sheets, or other teaching materials.

Food & Drink - consider having options for those with food allergies.

Signage - Does this event have signage to set up at the church entrance or for event parking?

Volunteers:

Some rolls you may want to fill with volunteers:

1. Parking - if the event is large enough.
2. Greeters -
 - a. at the main door to direct them to the event space (especially if global and not everyone will know the location of the room.)
 - b. at the door
3. Check-in - this can be set up at a table, or use a station
4. Food helpers to arrive early to set up and then to oversee food levels or to assist the caterers.
5. Table hosts, if needed to facilitate and help with discussions.
6. Room hosts, to assist speakers in passing out handouts, counting (or this is a great place for greeters to double up duties)
7. Emcee if needed to have one specifically for the event

EVENT DAY!

Arrive early enough to be there before all the players come together.

Preparation

1. Precheck Technology-video and sound (BayPro)
2. Gather Resources- Class materials, sign up sheets, etc.
3. Refreshments
4. Food or gift cards
5. Table set up

Prayer

The Facilitator should gather the Growth Track Team that is serving together and pray prior to guests arriving.

1. BayPro

- a. Select music for the class, play background music softly prior to class starting
- b. Select proper slides for the class
- c. Test slides to ensure video equipment is operating properly
- d. Adjust room lighting to capture friendly, inviting environment
- e. BayPro presenter should review materials and slide presentation prior to class start
- f. Facilitator and BayPro presenter should spend a few minutes discussing presentation
- g. BayPro presenter should move through the slides as the facilitator moves through the presentation
- h. BayPro presenter should play the videos at the proper time.
- i. BayPro presenter should adjust the lighting as needed throughout the presentation.
- j. BayPro presenter should be the timer during short table breakout sessions.

- k. BayPro presenter should adjust the volume on the videos and music as needed

2. Table Set Up

- a. Tabletop must be clean
- b. Plastic table tops need to have a tablecloth over them
- c. Arrange chairs neatly at each position for the participants
 - i. Arrange chairs to allow for participants to be comfortable
- d. Table should have a pleasing centerpiece
- e. Table should have an identified position for the table host
- f. Table host materials should include
 - i. Specific class book that has the blanks filled in
 - ii. Specific class paperwork
 - iii. Pen
 - iv. Next class sign-up sheets
 - v. FAQ sheet
- g. Class book for specific class neatly placed at each attendee chair
- h. Pen placed by each class book
- i. Booklets that briefly describe all four Growth Track classes
- j. Box of Kleenex
- k. Magnetic Bayside logos

3. Food

- a. Food should be arranged on a table in the back of the room

- b. Food should be served by a volunteer
 - i. Volunteer should be wearing a mask
 - ii. Volunteer should be wearing gloves
- c. Food should be individually packaged when possible
- d. Snacks should be displayed on a serving platter
- e. Snacks should be individually packaged
- f. Refreshments should be in single serve containers
- g. Coffee should be served in disposable cups
- h. Food area should be cleaned up as soon as all the participants have eaten
- i. Refreshments and snacks can remain available through the end of the class

4. Check In

- a. Check in volunteers should be at their station thirty minutes prior to the start of the class.
- b. Each volunteer should be wearing a name tag.
- c. The check in notebooks/ipads should be turned on and set to the check in screen.
- d. Printers, if applicable, should be tested prior to check-in.
- e. A computer should be set to the class registration screen
- f. The facilitator should meet with the check in volunteers to answer any questions.
- g. Schedule enough check in volunteers to allow the check in process to flow smoothly
- h. Make sure the check in volunteers know the notebook/ipad password
- i. Make sure the check in volunteers are fully trained.
- j. Make sure the check in volunteers know if the participant needs to have a photo taken for their profile and how to take the photo
- k. Print or handwrite a name for each class participant

- I. The check in person should introduce the attendee to the Room Host for further information.

5. Room Host

- a. Room host should be in the room thirty minutes prior to the start of the class
- b. Room host should review the class material, so they are able to answer questions from the participants
- c. The room host should know the preferred seating arrangements from the facilitator.
- d. The room host should position themselves in close proximity to the door so they're ready to greet the participants.
- e. The room host should invite the participants to the food and refreshments
- f. The room host should direct the participants to a table
- g. The room host should attempt to fill up the tables to allow connections to be made.
- h. The room host should introduce the attendees to the table host when they arrive at a table.

6. Table host

- a. Table host should report to their assigned table thirty minutes prior to the start of the class
- b. Table host should have their name tag visible to attendees.
- c. Table host should review the table host documents to ensure accuracy
- d. Table host should evaluate their table to ensure there are class materials for each chair
- e. Table host should check to see the proper book has been placed on the table at each chair

- f. Table host should review their class book make sure all the blanks are filled in to prepare them for the class
- g. Table host should review the Table Host SOP
- h. Table host should review the FAQ factsheet
- i. Table host should introduce themselves to their guests
- j. Table host should introduce their guests to each other
- k. Table host should make the attendees feel welcome and important
- l. Table host should make small talk as an ice breaker until the class starts
- m. Table host should ask if they can get anything for their guests
- n. Table host should monitor the table and provide answers to the participants if needed as the facilitator goes through the book
- o. Table host should be prepared to facilitate the table breakout sessions
- p. Table host should provide registration sheets to the participants for the upcoming classes.
- q. Table host should be able to answer any questions pertaining to the upcoming classes
- r. Table host should thank the participants for attending the class
- s. Table host should stay by their table until all of their participants have left
- t. Table host should pick up their table and put away any unused materials, after the attendees have left.

The facilitator should open the event and close the event with prayer. The facilitator should offer personal prayer with anyone attending the event.