



## RENAISSANCE CHURCH

### STANDARD OPERATING PROCEDURE: **EVENT REQUEST**

<b>PURPOSE</b>	To align desired events with the proper approval and resources
<b>SCOPE</b>	Requestee, Renaissance Staff
<b>FREQUENCY</b>	As needed
<b>PROCEDURES</b>	<p>ONGOING</p> <ul style="list-style-type: none"><li>• Idea for a gathering/event arises</li><li>• Complete <a href="#">event proposal form</a></li></ul> <p>ONE MONTH OUT</p> <ul style="list-style-type: none"><li>• Announcements will begin</li><li>• Registrations will begin (if needed)</li></ul> <p>TWO WEEKS OUT</p> <ul style="list-style-type: none"><li>• Inform staff member of any needed materials OR save receipts for reimbursement</li></ul> <p>ONE WEEK OUT</p> <ul style="list-style-type: none"><li>• Requestee should email participants to confirm their registration and remind of details</li></ul> <p>ONE WEEK AFTER</p> <ul style="list-style-type: none"><li>• Evaluate the event and share notes with Renaissance Staff</li><li>• Complete any needed reimbursement forms</li></ul>
<b>ROLES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>• Requestee: clearly state the purpose and needs for the event</li><li>• Staff: provide support, resources, and promotion as requested</li></ul>