



RENAISSANCE CHURCH

STANDARD OPERATING PROCEDURE: EVENT REQUEST

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