

SERVICE GUIDELINES QUICK REFERENCE LIST

PLANNING YOUR EVENT OR MEETING

1. **Check the Church Calendar** for date, time and space availability at www.benhillumc.org | Click on the Resources Tab | Select Calendar of Events
 2. Make sure you are allowing enough planning time to execute your event successfully, i.e. major events start planning a minimum of six (6) months in advance.
 3. **Obtain Leadership Approval** before moving forward.
 4. **Communicate your plans effectively** - Complete the **Program Request form** and the following forms when applicable:
 - a. **Bulletin/Pulpit Announcement** (may also submit via announcements@benhillumc.org)
 - b. **Communications Request** [Specify audio-visual needs and setup]
 - c. **Maintenance Request** [Building concerns/repair issues and Facility Staff help needed] [Examples: 1) Worship banners need to be changed; 2) Chairs need to be removed from the pulpit; 3) uncooked food delivery and storage; 4) decorations delivery, storage and setup.
- Obtain Signatures** - Obtain the ministry chair, vision area chair and clergy signatures before forms are forwarded to the Church Office.
5. After your event has been placed on the calendar, schedule a meeting ASAP with the church staff involved with executing key portions of your event, i.e. Accounting, Church Office, Clergy, Communications, Facilities, Board Approved Caterers, Graphics Design/Print Production, Marketing, Music/Worship, etc.
 6. Provide room layout diagrams for major events a minimum of forty-five (45) days before the event, i.e. equipment rental may be required. Meetings which require special setups should provide a setup diagram two weeks prior to the event.
 7. **Help us Maintain the Buildings and Grounds** please do not use tape, tacks, pins or nails to adhere signs, fabric and other materials to the altar, pulpit, pews, walls, columns, flooring, doors, and furniture. The use of painter's tape, Command strips and re-stickable tabs is acceptable. **After your event has concluded please restore the space, e.g. remove decorations and signs. Please do not leave the signage, decorations and other items in the church for an extended period of time. Unclaimed items will be placed in the Lost & Found, donated to the clothes closet or discarded.**

Contracts should only be signed by the Board of Trustees