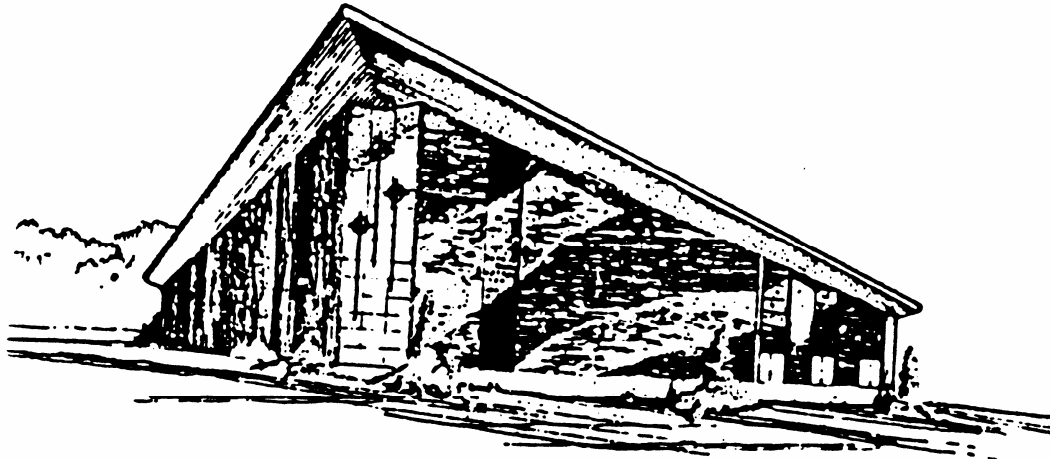


# Trinity Event Planning Guide



This Planning Guide is designed to assist a committee to plan and execute events sponsored by Trinity Presbyterian Church.

We encourage you to refer to this Guide even when planning a small event to insure that all appropriate details have been considered.

## *Version History*

Green

Issued 03/18/07

# Trinity Event Planning Guide

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# Trinity Event Planning Guide

## **Before the Event**

### **A. First Steps in Planning Event**

- Determine your audience
  - Trinity members
  - Other Presbyterian churches
  - Neighborhood organizations or residents
- Determine goals for event
  - Outcomes: learning, fellowship, etc.
  - Number of people you would like to have attend, etc.
- If event was held previously, review success of earlier events
  - Obtain notebook or notes from prior year(s)
  - Contact people who ran event previously. What worked, what needed to be changed?
  - If event has operated for several years, consider whether some changes are in order to freshen it up.
- Determine if Session approval is needed (examples of activities that require Session approval are: fundraisers, Communion, if fees are charged, if there is any collection of goods, supplies, or free-will offering)

### **B. Budget**

- Determine the dollars that your committee has allocated for the event in their budget.
- Determine dollars needed (see Budget Worksheet, page 17)
- Will money be collected during the event? What is the purpose of the funds collected?
- In advance of the event, please notify the financial secretary who is collecting the money. Financial Secretary needs this contact name for future questions.
- Funds collected must be submitted with "Misc. Collections" form - available in the copier room. Funds and form may be left in a sealed, labeled envelope in the Financial Secretary mailbox. At the end of each day, any mail/funds remaining in the Financial Secretary mailbox will be placed in the safe by the Church Secretary.

### **C. Identify the Event Site**

- If you plan the event to be at Trinity:
  - Reserve rooms that will be needed through office secretary (Building Floor Plan, page 11).
  - Complete room set-up form (see Fellowship Hall Floor Plan, page 12) and put in Niles' box.
  - Arrange for building and room access (keys and security cards can be obtained from the Church Secretary).
- If you plan the event to be somewhere else besides the church:
  - Reserve location through necessary vendor and arrange for access.
  - Let office secretary know location for calendar purposes.
  - Make any necessary transportation plans.

### **D. Set a Date**

- Date considered should be **at least three months** in advance to allow for planning, advertising in Talking Trinity, etc. Some events (i.e. mission trips, fundraisers) may require 6 to 12 months of advanced planning.
- Select a specific date using the following steps:
  - Check church calendar on website to see date availability and avoid conflicts with other Trinity activities. You can check from home or use volunteer computer in church office. (Suggestion: print out a few months of the church calendar for your meeting for easy reference.)
  - Check with office secretary for potential conflicts.
  - Check with Pastor.
- Once selected, place event name, date, and location (include room numbers if event is at Trinity) on church calendar via Church Secretary and on Pastor's calendar.

### **E. Child Care**

- Determine if child care will be needed. The church will provide child care for all church activities if needed. Please contact the Nursery Attendant (see Staff and Volunteer Resources, page 10) **one month in advance** to arrange for child care as we need to schedule two people in the nursery at all times to comply with our child protection policy.

### **F. Identify WHO will help with the event**

- Determine the different roles that your committee members will play with the event. It may be useful to give members responsibility for specific categories described below in this Planning Guide.

- Consider whether other church committees have a shared interest in the event and may collaborate with you.
- Recruit other non-committee volunteers to help. Check the Call to Service survey to see if anyone has expressed an interest in helping with the event.
- Recruit a photographer for your event.
- Will you need any audio/visual equipment or assistance? Examples: microphones or portable public address equipment, TV/DVD/VCR, video projection, wireless internet access. Use Audio/Visual Request form, page 15, to make reservations.
- Establish a clean-up committee for immediately after the event
- Determine if work sessions will be needed to prepare for the event. If so:
  - Establish dates for sessions.
  - Inform Office Secretary to put dates on calendar and reserve rooms for work sessions.

## **G. Food and Supplies**

- Determine if food will be needed for the event.
- Consider different ways of providing the food:
  - Contact people on the Call to Service survey who would like to bake or make food. If bringing food to the church kitchen, please do not utilize the refrigerator for storage any longer than necessary due to other events (LOGOS on Thursday evenings, Let's Help Food, etc)
  - Determine cost to have food catered and ensure there is adequate money in committee budget.
- Confer with Fellowship Committee for suggestions on menu, food preparation and service.
- Request donations by writing letters to businesses (prior session approval needed).
- Include the kitchen in your room reservation with the Church Secretary.
- Determine supplies/equipment needed for event and reserve/purchase them. See Equipment/Supply Inventory, page 13. Determine if decorations will be needed for the event. Check with Fellowship Committee and Christian Education Committee **before making any purchases** to see if needed supplies are at the church.

## **H. Purchasing**

- Utilize the Vendor Account List (page 18) to determine where you can charge purchases to Trinity without needing a Trinity charge card. These vendors also have our sales tax

exemption information on file and will not charge sales tax because we're registered with them. Take advantage of this list both for your ease of purchase and so you don't have to carry the Trinity sales tax exemption form with you.

- Use the Sales Tax Exemption Certificate (page 19) for vendors with whom Trinity does not have an account.
- Purchasing questions should be directed to the Church Treasurer or the Finance Committee Moderator.

### **I. Set up for your Event**

- Determine if you want a greeter or registration table for the event (name tags, etc)
- Consider flow of guests in your design (for example, always use 2-sided food service tables to feed attendees efficiently).
- Schedule a set-up time with Church Secretary.
- RSVPs. Determine if needed for the event and define person responsible to receive RSVPs.

### **J. Publicity**

- Publicize the Event. There are lots of ways to let people know about events at Trinity.  
**Note on preparing publicity:** Event planners should prepare publicity releases as they want them presented to the audience (i.e., create the actual PowerPoint slide, bulletin insert, announcement script, etc. so that complete and accurate information is presented). If planners are not able to prepare the release in an appropriate format, provide all of the necessary information and allow sufficient time for Church Secretary or Sound Room Staff or Trinitech Committee to prepare the release and obtain your approval before presentation is made.

When you plan Trinity events, please consider using ten of the strategies below:

- To Trinity Members during Sunday Worship:**
  - Written bulletin announcement. Email to office@trinitypresbyterian.net by Wednesday morning with all necessary information.
  - Special bulletin insert page. Should be scheduled well in advance with Pastor.
  - Power Point slides for before/after 8:30 worship. Email to Mary Nestor (mnestor@cox.net) by Wednesday morning.
  - Announcement to be read by the liturgist. Must be approved by Pastor. Email to office by Wednesday morning.
  - Special announcement during worship. There are limited opportunities for such announcements and must be scheduled well in advance with Pastor.
  - Children/Youth Messages (if appropriate). Must be scheduled in advance with Pastor.

☐ **To Trinity Members outside Worship**

- “Talking Trinity” newsletter – email all notices by the 20<sup>th</sup> of the month to [youbelong@trinitypresbyterian.net](mailto:youbelong@trinitypresbyterian.net).
- Trinity website ([www.trinitypresbyterian.net](http://www.trinitypresbyterian.net)) – email [webmaster@trinitypresbyterian.net](mailto:webmaster@trinitypresbyterian.net)
- Outside sign facing 21<sup>st</sup> street. Send request for an announcement to Trinitech Committee
- Hallway Bulletin Boards. Coordinate with Director of Christian Education.
- Setting up a table in the lobby. Speak to Pastor a month in advance.
- Email to congregation
- Postcards to congregation
- Phone calls of invitation to congregation
- Announcements in Sunday School classes
- Creative use of small reminders throughout the church (don’t forget the bathrooms).  
**No postings other than a bulletin board are allowed in the lobby or on the front doors.**

☐ **To other Local Presbyterian Churches**

- Announcements or inserts in other Presbyterian church Sunday bulletins
- Inserts in other Presbyterian church newsletters

☐ **To the Broader Topeka Community**

- Topeka Capital-Journal “Religion Calendar” and “Briefly in Topeka” [phil.anderson@cjonline.com](mailto:phil.anderson@cjonline.com) (with “Religion calendar” or “Briefly in Topeka” in subject line). 8 days in advance of Sat. publication date in which it appears. Include day & evening phone #s of contact person.
- Topeka Capital-Journal Southwest Neighbors “What’s Going On” – [ann.bush@cjonline.com](mailto:ann.bush@cjonline.com). Will accept snapshots & story ideas also.
- Sherwood Gazette Bulletin Board (neighborhood newspaper) – email [jcates31@cox.net](mailto:jcates31@cox.net) by 20<sup>th</sup> of month.
- Topeka Metro News – email [metro@topekametro.com](mailto:metro@topekametro.com) several weeks in advance. Subject line should indicate item for “8 Days a Week Community Calendar.”
- WUCT Public Service TV – (Cox Cable) – Go online [www.washburn.edu/wuct13psa](http://www.washburn.edu/wuct13psa) to fill out and submit form. Conditions for content are below the form. Call Ann Walbridge, 231-1010 ext 1505 if any questions.
- JOY 88 Radio Station “Community Calendar” – email [joy88@joy88.org](mailto:joy88@joy88.org) or mail to Joy 88 Community Calendar, 1005 SW 10<sup>th</sup>, Topeka, 66604 two wks ahead. Incl. contact person.
- K-BUZ – 90.3FM, 2800 SW Wannamaker Rd, 272-6191; also will sometimes sponsor events
- Ch 49 News – David Conklin – Community Calendar & website. [www.KTKA.TV.com](http://www.KTKA.TV.com), 273-7811, [http://ks-ktka.civicplus.com/forms/asp?fid=form\\_calendarform.asp](http://ks-ktka.civicplus.com/forms/asp?fid=form_calendarform.asp)

- KSNT – [www.knst.com/calendar/submit.pl](http://www.knst.com/calendar/submit.pl)
- WIBW – <http://media.graytvinc.com/documents/Publicity+Request1.doc>
- Doorknob Hangers
- Bus Stop Bench Advertising

**Regional Advertising**

- “Connections” - Presbytery of Northern Kansas newsletter – email [scavender@pnks.org](mailto:scavender@pnks.org).
- SYNOD CONNECTIONS – contact Mary Sue Thomas, editor at [maryst@covad.net](mailto:maryst@covad.net)
- Kansas Public Radio – phone 785-864-4530 or fax 785-864-4053.

**National Advertising**

- Presbyterians Today – “Spotlight” or “Bright Ideas” at [today@pcusa.org](mailto:today@pcusa.org).
- Presbyterian Outlook – “Presbyterians in Action” – send to Marj Carpenter, 1425 E. 6<sup>th</sup> St., #105, Big Spring, TX 79720.

**Printing Needs**

- Don & Vicky Walters – Capital Graphics (includes Copy Center of Topeka); contact Carol in customer service – 233-6677 (let them know it’s a Trinity Church project).

## **After the Event**

### **A. Clean Up**

- Take down signs advertising event.
- Return equipment/materials, leave note in church office if you have used the last of a supply item so it can be reordered.
- Clean up kitchen if utilized
  - Leftover food should be sealed, dated and labeled.
  - Leftover food could be donated to the LOGOS program (notify Kathy Beavers if you wish to donate excess food to LOGOS).
  - Leftover food could also be donated to Let's Help.
- Put rooms back in order.

### **B. Thank You!**

- Send out thank you cards to:
  - Volunteers.
  - Other committees who helped.
  - Church staff if they made extra efforts.
  - Donors.

### **C. Show and Tell the Story**

- Submit all photos to Trinitech Committee or [webmaster@trinitypresbyterian.net](mailto:webmaster@trinitypresbyterian.net) for inclusion on church website and archiving on church server. Photos will be returned after scanning or copying.
- Write an article for Talking Trinity. Submit to [youbelong@trinitypresbyterian.net](mailto:youbelong@trinitypresbyterian.net) by the 20<sup>th</sup> of the month.

### **D. Take a Breather, Then Look Back**

- Dedicate time in your next committee meeting, or hold an informal meeting of event organizers, to determine:
  - If the event met the planned goals
  - What went well and what could be improved if the event is held again.
- Document the event by recording planning and follow-up notes to be used as guidance for planning the same or similar event. Organize notes in a file or a notebook and give to the committee moderator for use by future event chairs.

## Staff and Volunteer Resources

<u>Name</u>	<u>Position</u>	<u>Phone</u>	<u>Email</u>
Barbara Alcantar	Evangelism Comm.	272-4541	balcantar@prairie.harrahs.com
Zarif Botros	Property Committee	478-3168	zabotro@hotmail.com
Niles Brandstoettner	Custodian		nilesb@martintractor.com
Karen Brown	Nursery Attendant		ksbrown2003@sbcglobal.net
Forrest Craig	Trinitech Comm.	633-2994	forrestcraig@cox.net
Shelley Craig	Pastor	272-2620	pastor@trinitypresbyterian.net
Sheryl Daniels	Organist	272-7830	sdaniels@topeka.k12.ks.us sdaniels2309@yahoo.com
Bob Hachiya	Stewardship Comm.	478-0266	rhachiya@sbcglobal.net rhachiya@topeka.k12.ks.us
Tamara Hampton	Worship Committee	478-3170	tamara.hampton@payless.com
Connie Hubbell	Evangelism Comm.	233-7345	chubbell@kfmc.org
Pat Jackson	Youth Minister	272-2620	PatJackson@trinitypresbyterian.net
Lee Langfitt	Financial Secretary	478-4552	leemail2@cox.net
Greg Lee	Personnel Comm.	478-9607	greg@jkcooperlaw.com
Mary Nestor	Treasurer	272-7504	mnestor@cox.net
Peggy McAdoo	Deacons Moderator	273-1167	rmcadoo2@cox.net
Karen Meenen	Dir. of Christian Ed.	272-2620	KarenMeenen@trinitypresbyterian.net
David Ross	Worship Committee	273-3424	dross@kammco.com
Cory Schoffelman	Mission Committee	478-3723	cory.schoffelman@bartwest.com
Becky Schooler	Finance Committee	271-7230	bschooler@capfed.com
Care Seltman	Int. Cele. Director	271-5387	maxcare60@cox.net
Dr. Lee Snook	Adult Choir Director	273-6319	lee.snook@washburn.edu
Asha Tripathi	Church Secretary	272-2620	office@trinitypresbyterian.net
Deb Troutman	Christian Ed. Comm.	379-5311	debbie@homespunconnection.com
Von Unruh	Fellowship Comm.	845-2667	VUnruh@usd345.com
Jan Waide	Peacemaking Comm.	233-7008	jswaide@aol.com
John Weisgerber	Long Range Planning	806-0426	jpweisgerber2000@hotmail.com
Kathy Welch	Parish Nurse	272-2620	nurse@trinitypresbyterian.net

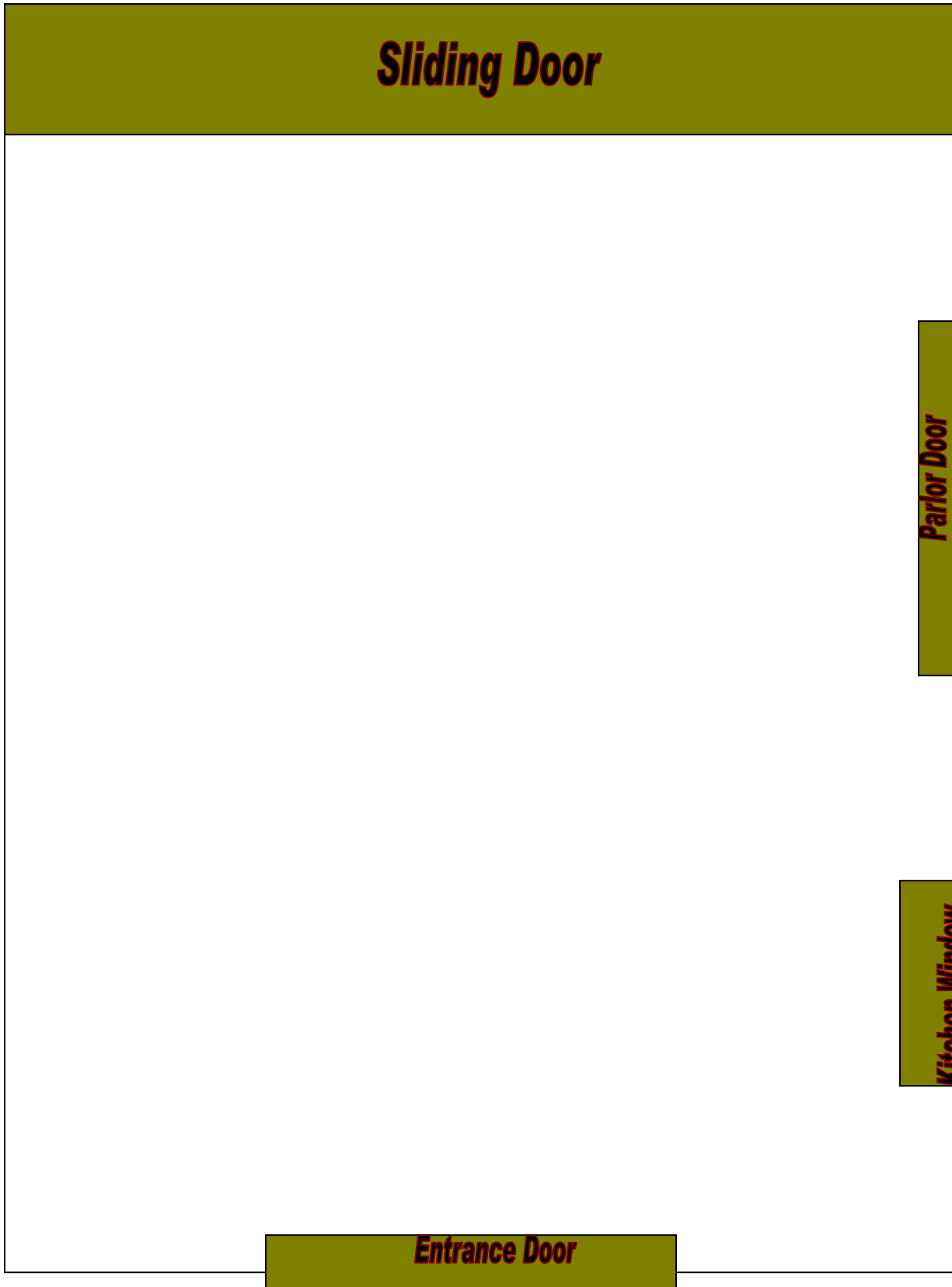
### Building Floor Plan – Basement



FELLOWSHIP HALL

We have total of 10 round tables and 16 rectangular tables. 10 chairs can be put with the rectangular table and 8 chairs with the round table.

**Maximum Capacity - 5 Round Tables or 4 Rectangular Tables**



## **Equipment/Supply Inventory**

*Contact Christian Education Committee Moderator to reserve*

Tablecloths

Centerpieces

Decorations

Die Cut Machine

8 Round Tables (5' in diameter, seat 8 comfortably)

14 Rectangular Tables (8' long x 3' wide, set 4 comfortably on each side)

Easel Pads (\$20 per pad will be charged to your event budget)

## Audio-Visual & IT Capability Inventory

*If you would like services not listed,  
contact Trinitech Committee Moderator*

### **Sanctuary –**

Video Projection – VCR, DVD, Computer from sound booth or from Lectern or Pulpit,  
camera (cabling available if camera provided)  
Audio – VCR, 5-disk CD or DVD, cassette tape, computer  
Microphones – 7 wireless lavaliers, 1 wireless hand-held, 9 wired hand-helds  
3 Microphone Stands  
Table Microphone Stand  
CD Recording of Presentations  
3 Hearing-assist Devices  
2 Walkie-Talkies with earphones  
Sound can be broadcast into Sanctuary, Parlor, and/or Fellowship Hall  
Spare Equipment – DVD Player  
Portable Public Address System for with wired/wireless  
microphone, CD/cassette tape  
Large CD/Cassette/Radio Jam Box

### **Sr. High Room –**

19” TV with DVD & VCR – cart mounted

### **Office Closet –**

25” TV with DVD & VCR – cart mounted  
Large CD/Cassette/Radio Jam Box  
Small CD Jam Box  
2 Small (Personal) CD Players

### **Fellowship Hall Sound Closet –**

Audio – CD, cassette tape  
Microphones – 1 wireless, multiple wired  
Large CD/Cassette/Radio Jam Box  
Sound can be broadcast into Fellowship Hall and/or Parlor

### **Creation Station Theater –**

27” TV with DVD & VCR – wall mounted

### **Office –**

Color Copier/Printer – B&W/color copying & printing, duplex (2-sided), collate, staple,  
enlargement/reduction, card stock, transparencies, special paper stock, scan  
documents and photos, optical character recognition (convert printed document to  
Word)  
Acrobat (pdf) document creation  
Listserv – Email discussion groups and announcements  
Website  
Wireless Access to Internet and Church Server



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## Sample Budget Worksheet

*(adjust the format to suit the needs of the event)*

<b>Available Funds</b> <i>(include all income sources)</i>	
Budget Allocations from Supporting Committees <i>(separately list the committee name and their fund contribution below)</i>	
<b>Source</b>	<b>Amount</b>
Fees Collected - admission fees, freewill offerings, etc. <i>(Session approval is required for any event collecting fees)</i>	
<b>Source</b>	<b>Amount</b>
In-Kind Contributions - material donations from merchants or individuals <i>(Session approval is required before seeking in-kind contributions)</i>	
<b>Source</b>	<b>Amount</b>
<b>Total Available Funds</b>	
<b>Expenses</b> <i>(including food, decorations, entertainment fees, supplies &amp; materials, rentals, etc.)</i>	
<b>Total Expenses</b>	
<b>Available Funds – Expenses</b> <i>(must not be negative)</i>	

## Vendor Account List

*Utilize this Vendor Account List to determine where you can charge purchases to Trinity without needing a Trinity charge card. These vendors also have our sales tax exemption information on file and will not charge sales tax because we're registered with them. Take advantage of this list both for your ease of purchase and so you don't have to carry the Trinity sales tax exemption form with you.*

*Use the Sales Tax Exemption Certificate on the following page for vendors with whom Trinity does not have an account.*

*Purchasing questions should be directed to the Church Treasurer or the Finance Committee Moderator.*

Augsburg Fortress	Hobby Lobby
B&B Signs	Jackson's Greenhouse
Barnes and Noble	Lowes
Best Buy	Office Depot
Capitol City Office Products	OfficeMax
Cardinal Supply	Old Ironside Lock & Key
Christian Book and Gift	Papa John's Pizza
Cokesbury	Presbyterian Church (USA)
Dillon's (Kroger)	Sam's Club (must have a church card)
Gregg's Paint and Decorating	Signs to Go

KANSAS DEPARTMENT OF REVENUE  
DIVISION OF TAXATION

TAX-EXEMPT ENTITY EXEMPTION CERTIFICATE

The Kansas Department of Revenue certifies that the entity to which it has issued this numbered certificate is exempt from paying Kansas sales and/or compensating use tax pursuant to:

K.S.A. 79-3606(aaa), which exempts all sales of tangible personal property and services purchased by a religious organization which is exempt from federal income taxation pursuant to section 501(c)(3) of the federal internal revenue code, and used exclusively for religious purposes.

By furnishing this certificate, the undersigned tax-exempt entity certifies that its direct purchase of:

\_\_\_\_\_  
Description of property or service purchased

Seller's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street, RR or PO Box City State Zip

is exempt from the state and local sales or compensating use tax. The undersigned tax-exempt entity further understands and agrees that if the tangible personal property and/or service are used other than as stated, or for any other purpose that is not exempt from the tax, the undersigned tax-exempt entity becomes liable for the state and local sales or use tax. The unlawful or unauthorized use of this certificate is expressly prohibited, punishable by fine and/or imprisonment.

**TAX-EXEMPT ENTITY INFORMATION**

Name: Trinity Presbyterian Church

Address: 4746 SW 21st Street

Topeka KS 66604



Kansas Exemption Number:  
KS314W0V0G

Expiration Date: 01/10/2010

Authorized Signature: \_\_\_\_\_ Federal ID or Driver's License #: 48-6112233 \*  
Office, Office Manager or Administrator \* Required by K.S.A. 79-365 i(f)

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**USE OF THIS EXEMPTION CERTIFICATE**

**What purchases are exempt:** The direct purchase, rental or lease of tangible personal property, and the direct purchase of repair services for the stated purpose are exempt. Purchases of property or services used to undertake business activities (such as a nursing home) or for the personal use of ministers, priests and other employees are taxable.

Materials furnished by or through a contractor, or the materials and/or labor of a subcontractor for real property projects are also taxable.

**Project Exemption Certificate (PEC) applicability:** This entity is authorized to obtain a Project Exemption Certificate (PEC) in order that the materials purchased or furnished by a contractor or the materials and labor of a subcontractor on a real property project may be purchased without tax.

**INFORMATION FOR RETAILERS**

- You must keep a copy of this completed certificate with your other sales tax records for a period of at least three years from the date this certificate was signed and presented to you.
- A completed certificate may be used by the organization as a blanket exemption for future purchases from you of the same type for the same exempt purpose.
- All purchases must be a direct purchase – billed directly to the entity, and/or paid for with entity funds (check or credit card).
- Sales to employees or agents of the religious organization using their personal funds are taxable, even when the employee/agent is reimbursed the expense by the religious organization.
- The items purchased must be used exclusively by the religious organization for the stated exempt purpose(s).

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