

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
Blue	Issued 01/10/09
Yellow	Issued Jan 2011

Trinity Event Planning Guide

Table of Contents

Before the event

- A. First Steps in Planning an Event 3
- B. Budget 3
- C. Identify the Event Site..... 4
- D. Set a Date..... 4
- E. Child Care..... 4
- F. Identify WHO will help with the event 5
- G. Food and Supplies 5
- H. Purchasing 6
- I. Set up for your Event 6
- J. Publicity
 - a. To Trinity Members during Sunday Worship 6
 - b. To Trinity Members outside Worship 7
 - c. To other Local Presbyterian Churches 7
 - d. To the Broader Topeka Community..... 7
 - e. Regional Advertising 8
 - f. National Advertising..... 8

After the Event

- A. Clean Up..... 9
- B. Thank You!..... 9
- C. Show and Tell the Story 9
- D. Take a Breather, Then Look Back 9

Appendices

- Building Floor Plan ó Basement..... 10
- Fellowship Hall Floor Plan 11
- Equipment/Supply Inventory 12
- Audio-Visual & IT Capability Inventory 13
- Sample Budget Worksheet 14
- Tax Exempt Certificate 15
- Staff and Volunteer Resources 16

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. Contact Pastors for financial assistance involving food.
- Determine dollars needed (see Budget Worksheet, page 14)
- 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 the Church Secretary (Building Floor Plan, page 10).
 - Complete room set-up form (see Fellowship Hall Floor Plan, page 11 or available in copy room) and put in the Custodian's box or email instructions to Custodian (see Staff Resources, page xxx).
 - Call in advance to arrange for building access security fob from the Church Secretary (8:30-12:00 or 12:30-4:30).

- 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, 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 Church Secretary for potential conflicts.

- Once selected, contact Church Secretary who will put event name, date, and location (include room numbers if event is at Trinity) on church calendar.

E. Child Care

- Determine if childcare will be needed. The church will provide child care for all church activities if needed. Please contact the Nursery Attendant (see Staff Resources, page 16) **one month in advance** to arrange for childcare as we need to schedule two people in the nursery at all times to comply with our child protection policy.

- Include childcare workers and children in food count and arrange to carry food down to Nursery.

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, or netbooks. Contact the Church Secretary 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 the Church 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.
- Contact Pastors for financial assistance involving food.
- 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 (Let's Help Food, etc)
 - Determine cost to have food catered and ensure there is adequate money in committee budget.
- Include childcare workers and children in food count and arrange to carry food down to Nursery.
- 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 12. 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

- Use the Sales Tax Exemption Certificate (page 15 or in copy room) for vendors with whom Trinity does not have an account.
- Purchasing questions should be directed to the Church Treasurer or the Finance Committee Moderator.
- Fill out expenditure report, obtain Moderator approval, and put in Treasurer's box.

I. Set up for your Event

- Email Custodian with description of set-up (see Staff Resources, page 16).
- 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 the Church Secretary.
- Determine if RSVPs are 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 format the release in an appropriate format, provide all of the necessary information and allow sufficient time for Church Secretary or Sound Room Staff 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 Trinity Candle announcement. Email to Church Secretary 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 worship. Email to Mary Nestor (mnestor@cox.net) by Wednesday morning.
 - Announcement to be read by the liturgist. Must be approved by Pastors. Email to the Church Secretary by Wednesday morning.
 - Special announcement during worship. There are limited opportunities for such announcements and must be scheduled well in advance with Pastor.
 - Young People's Messages (if appropriate). Must be scheduled in advance with Pastor.
- ☐ **To Trinity Members outside Worship**
- Talking Trinity newsletter ó email all notices by the 20th of the month to the Church Secretary.
 - Trinity website (www.trinitypresbyterian.net) ó email webmaster@trinitypresbyterian.net.
 - Outside sign facing 21st street. Obtain permission from Pastors.
 - Decorative flags on front lawn; available colors are purple (3), red (3), blue (1), white (1), and yellow (1). Coordinate with Evangelism Committee.
 - Hallway Bulletin Boards. Coordinate with responsible committee.
 - Setting up a table in the lobby. Speak to Pastor a month in advance.
 - All-Church email to congregation. Obtain permission from Pastors.
 - Postcards to congregation. Obtain permission from Pastors.
 - Phone calls of invitation to congregation.
 - Announcements in Sunday School classes. Coordinate with Director of Christian Education.
 - Creative use of small reminders throughout the church (don't forget the bathrooms).
 - Consider curbside signs (ex., Boyles, 266-5401).
No postings are allowed in the lobby or on the front doors. Remember to remove after event.
- ☐ **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 óReligion Calendarö and óBriefly in Topekaö phil.anderson@cjonline.com (with óReligion calendarö or óBriefly in Topekaö in subject line). 8 days in advance of Sat. publication date in which it appears. Include day & evening phone numbers of contact person.
 - Topeka Capital-Journal Southwest Neighbors óWhat's Going Onö ó ann.bush@cjonline.com. Will accept snapshots & story ideas also.
 - Sherwood Gazette (neighborhood newspaper) ó email jcat31@cox.net by 20th of month.
 - Topeka Metro News ó email metro@topekametro.com several weeks in advance. Subject line should indicate item for ó8 Days a Week Community Calendarö.
 - WUCT Public Service TV ó (Cox Cable) ó Go online

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 öCommunity Calendarö ó email joy88@joy88.org or mail to Joy 88 Community Calendar, 1005 SW 10th, Topeka, 66604 two wks ahead. Incl. contact person.
- K-BUZ ó 90.3FM, 2800 SW Wanamaker Rd, 272-6191; also will sometimes sponsor events.
- Ch 49 News, 273-7811 ó Community Calendar & website.
www.ktka.com/news/community/ and click on öSubmit your newsö.
- KSNT ó www.ksnt.com/events
- WIBW ó <http://media.graytvinc.com/documents/Publicity+Request1.doc>
- Doorknob Hangers
- Bus Stop Bench Advertising

□ **Regional Advertising**

- öConnectionsö - Presbytery of Northern Kansas newsletter ó email scavender@pnks.org.
- SYNOD CONNECTIONS ó contact editor.
- Kansas Public Radio ó phone 785-864-4530 or fax 785-864-4053.

□ **National Advertising**

- Presbyterians Today ó öSpotlightö or öBright Ideasö at today@pcusa.org.
- Presbyterian Outlook ó öPresbyterians in Actionö ó send to Marj Carpenter, 1425 E. 6th St., #105, Big Spring, TX 79720.

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 Letø Help or Rescue Mission.
- Put rooms back in order. Custodians will take down tables/chairs.

B. Thank You!

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

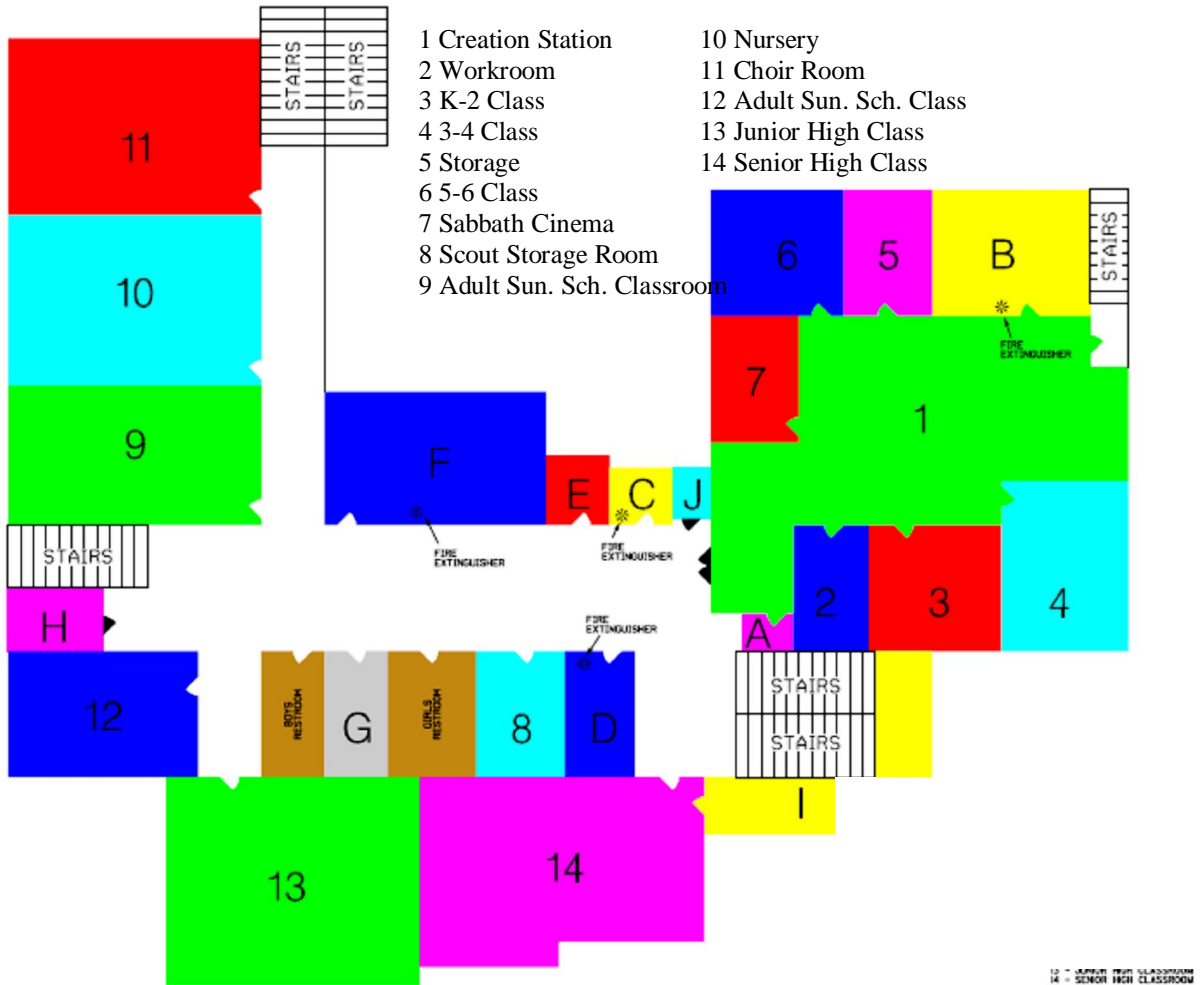
C. Show and Tell the Story

- Submit all photos to webmaster@trinitypresbyterian.net for inclusion on church website and archiving on church server. Photos, flash drives, etc. will be returned after scanning or copying.
- Write an article for Talking Trinity and/or Trinity Candle. Submit to Church Secretary by the 20th of the month for Talking Trinity.

D. Take a Breather, Then Look Back

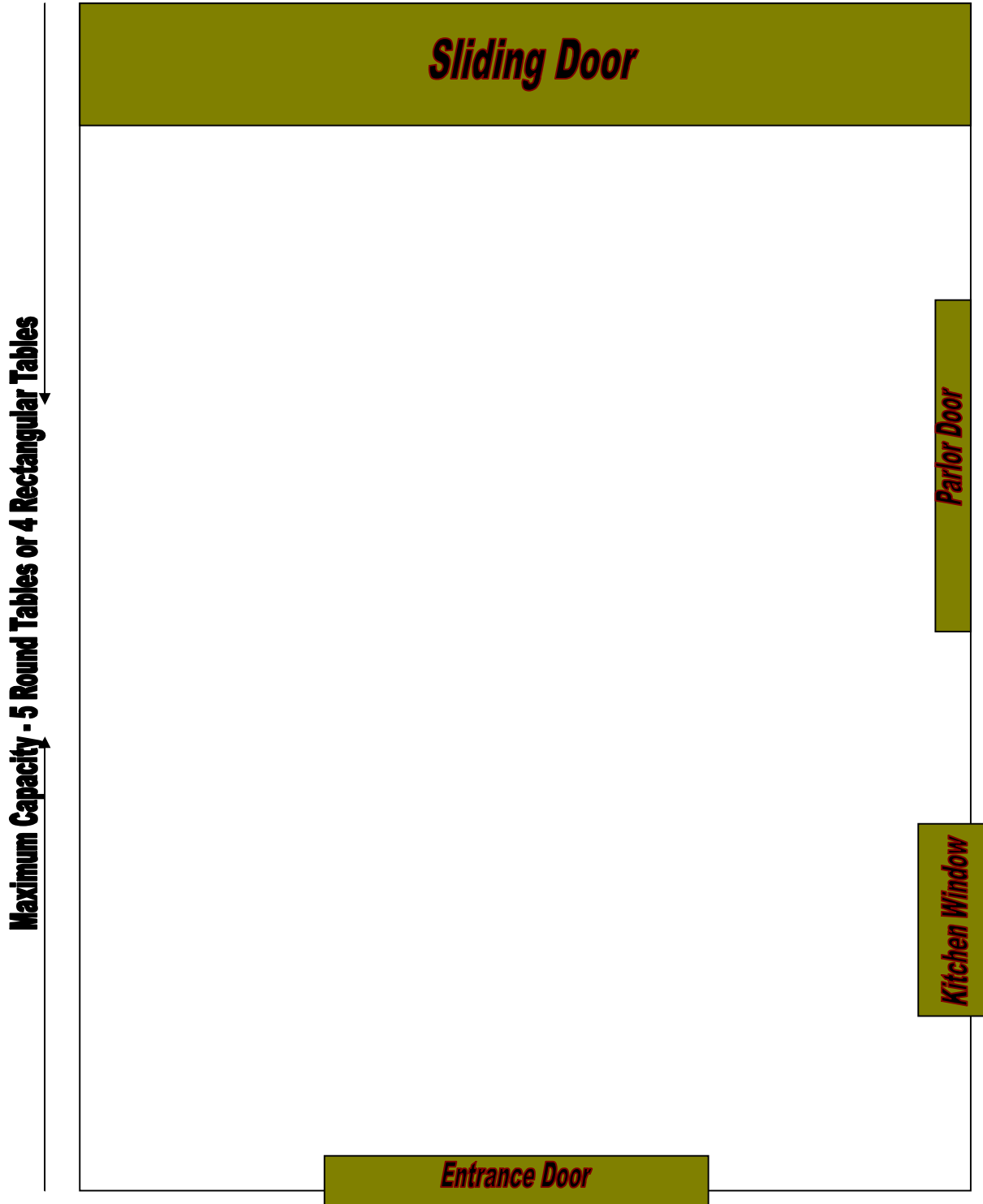
- Dedicate time in your next committee meeting, or hold an informal meeting of event organizers, to determine:
 - If the event met the planned goals
 - What went well and what could be improved if the event is held again.
- Document the event by recording planning and follow-up notes to be used as guidance 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.

Building Floor Plan – Basement



FELLOWSHIP HALL

We have total of 10 round tables and 14 rectangular tables. Ten (10) chairs can be put with the rectangular table and 8 chairs with the round table. For children-only events, please use metal chairs instead of red fabric chairs.



Equipment/Supply

If you would like services not listed, check with Church Secretary or Fellowship Committee Moderator.

Tablecloths

Centerpieces

Decorations

Die Cut Machine (by appointment with DCE)

10 Round Tables (5ø in diameter, seat 8 comfortably)

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

Easel Pads

White Boards (over-sized board available downstairs only)

Card Tables

4 High Chairs

Audio-Visual & IT Capability Inventory

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

Sanctuary –

Video Projection ó VCR, DVD, Computer from sound booth or from Lectern or Pulpit,
camera (cabling available if camera provided)
Audio ó VCR, 5-disk CD or DVD, cassette tape, computer (PowerPoint & Internet)
Microphones ó 6 wireless lavaliers, 2 wireless hand-helds, 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 ó DVD Player
Portable Public Address System for with wired/wireless
microphone, CD/cassette tape
Large CD/Cassette/Radio Jam Box

Sr. High Room –

50ö TV with DVD

Office Closet –

Large CD/Cassette/Radio Jam Box
19ö TV/DVD Combo

Fellowship Hall Sound Closet –

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

Creation Station Theater –

27ö TV with DVD & VCR ó wall mounted

Adult Sunday School Classroom 9 –

Video Projector with DVD & VCR ó cart mounted

Adult Sunday School Classroom 12 –

Video Projector with computer (PowerPoint and Internet), DVD & VCR ó cart mounted

Office –

Color Copier/Printer ó 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
Google Groups ó Email discussion groups and announcements
Website
Wireless Access to Internet and Church Server

Sample Budget Worksheet

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

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

Kansas Department of Revenue Sales and Use Tax Entity Exemption Certificate

The Kansas Department of Revenue certifies this entity is exempt from paying Kansas sales and/or compensating use tax as stated below.

Kansas Exemption Number: KS314W0V0G

Expiration Date: 11/01/2014

The tax-exempt entity understands and agrees that if the tangible personal property and/or service are used other than as stated, or for any purpose that is not exempt from the tax, the tax exempt entity is 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.

Trinity Presbyterian Church
4746 SW 21st Street

Topeka, KS 66604



EXEMPT ENTITY INFORMATION:

Authorization and scope:

- K.S.A 79-3606(aaa) - Religious Organizations, 501(c)(3) Nonprofit Organizations.
- Exemption applies to all direct purchase, rental or lease of tangible personal property and services used exclusively for religious purposes and indirect purchases by a contractor for a real property project.

Limitations:

- Only direct purchases are exempt through the use of this certificate.
- Only purchases of tangible personal property and services used exclusively for religious purposes are exempt from Kansas sales and compensating use tax.
- This entity qualifies for exemption on indirect purchases by a contractor through the issuance of a Project Exemption Certificate (PEC). PECs should be obtained from the department prior to the start of the project. Apply on-line at KDOR's web site: www.ksrevenue.org
- This exemption does not apply to the purchase of any construction machinery, equipment or tools used in the constructing, maintaining, repairing, enlarging, furnishing or remodeling facilities for the exempt entity.

48-6112233

Exempt Entity Authorized Signature (Officer, Office Manager or Administrator)

Federal ID Number

Printed Name

Date

RETAILER INFORMATION:

- To qualify for exemption, the certificate must have an expiration date in the future and be signed by an authorized individual.
- Payment must be made by the entity on their checking account or on a credit/debit card issued to the entity. Acceptance of cash, personal checks, or personal credit/debit cards is not allowed for a tax exempt purchase.
- The entity must have a Kansas exemption certificate. Exemption certificates issued by other states are not valid in Kansas.
- Retailers are required to maintain a copy of the purchaser's certificate in their records for at least 3 years from the date of purchase. Retailers must maintain a current certificate on file.
- Selling tax exempt goods or services that are not exempt by statute may result in the assessment of tax.
- A completed certificate may be used as a blanket exemption for future purchases when of the same type and for the same exempt purpose.

Seller's name and address

Description of goods and/or services purchased

For additional information on Kansas sales and use taxes see Publication KS-1510, *Kansas Sales Tax and Compensating Use Tax* and Publication KS-1520, *Kansas Exemption Certificates*, located at: www.ksrevenue.org Questions would be directed to Taxpayer Assistance at 785-368-8222.

PR-78RO
(07/09)

Staff Resources

Title	Name	Email Address
Pastor	Rev. Shelley Craig	Shelley@TrinityPresbyterian.net
Associate Pastor	Rev. Kate McGee	Kate@TrinityPresbyterian.net
Director of Christian Education	Karen Meenen	Karen@TrinityPresbyterian.net
Parish Nurse	Kathy Welch	Kathy@TrinityPresbyterian.net
Church Secretary	Becky Crowl	Becky@TrinityPresbyterian.net
Custodian	Michael Brandstoettner	mbrandstoettner@att.net
Assistant Custodian	Niles Brandstoettner	nbrandstoettner@yahoo.com
Heritage Choir Director	Dr. Lee Snook	lee.snook@washburn.edu
Celebration Choir Director	Carmen Raines	carmenraines@att.net
Organist	Sheryl Daniels	sdaniels@topeka.k12.ks.us
Adult Bell Choir Director	Theo Musick	theodore.musick@gmail.com
Celebration Keyboardist	Jaron Marcus	citiuscapitalus@yahoo.com
Financial Secretary	Lee Langfitt	leemail2@cox.net
Treasurer	Martha Huizenga	treasurer@trinitypresbyterian.net
Nursery Attendant	Karen Brown	ksbrown2003@sbcglobal.net