

WESTCITY CHURCH

More like Jesus - Love God, Love People, Follow Jesus

Event Plan

The event organiser will please email this completed 'Event Plan' to westcitychurch@gmail.com, 8 weeks prior to the event.

Event Overview	
Event	
Date	
Start and finish time	
Venue	
Event Leader plus any other event team members and their roles	
Facilities & Equipment	
Church rooms required Back hall, middle hall, chapel and if you will need access to any of our kitchen facilities.	List your requests here....
Event approvals required e.g., Phil or Mel Plus checked Elvanto calendar (and with John Seah)	List who you have approval from....
Booked out in elvanto calendar including set up and pack down time	Y/N
Sound/Audio/Media Please specify if you would like to book any of these options: 1. Sound/audio – 1 microphone only 2. Sound/audio – 2 microphones 3. Sound/audio – 2 microphones + musical equipment plug-in 4. Multimedia desk – use of screens for slides 5. Background music 6. Video to be shown 7. Recording requirements	List your requests here....
Comms & Media	
Target audience e.g., whole church, women, men, seniors, kids, youth, YA, local surrounding community	

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<p>Communication needs</p> <p>Comms & Media team to do: Website, Eventbrite, church wide email, Facebook (public page), Community (group page), café blackboard</p> <p>Event Coordinator to do: Sunday Slide 16:19, 1-2min video, email invite to their target audience (and any event details 1 week prior to event), request Sunday announcement</p>	<p>List your requests here....</p>
<p>The message/blurb for target audience: (to promote/explain/invite/the 'why' and call to action)</p>	
<p>The lead time / start date for promotion <i>6-8 weeks for church-wide events</i> <i>4-6 weeks for targeted groups</i></p>	<p>Please list your key dates here (e.g., save the date, registrations open, registrations close, start promotions from, final reminder.....)</p>
<p>Associated quotes, graphics, tag lines, website links, Facebook groups or places to send people for more information</p>	
<p>Event Details</p>	
<p>Event Coordinator</p>	
<p>Run sheet (list here the times, activities, nominated volunteers for your event from start to finish and song lists/videos/slides) Do you need service plan (with run sheet) set up in elvanto?</p>	<p>Run sheet example. 5pm Worship– 2 songs 5.10pm Welcome by Host 5.15pm Session 1 5.40pm Communion Invite 5.50pm Close</p>
<p>Service Providers (with contact numbers and insurance certificates)</p>	
<p>Estimated Costs (with all costs pre-approved by the Ministry Leader)</p>	
<p>Ticket Types & Costs (to cover event costs and max and min numbers required)</p>	
<p>Attendance numbers expected</p>	

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Volunteer requirements	
Hospitality List here if you will be providing any food, refreshments etc and who will be responsible for this (including set up and pack-away/clean up)	
Safety (e.g., first aiders, covid requirements, emergency muster points, emergency contacts and any medical issues on hand for kids or youth and signed permission from parents, if required)	
Lessons Learned from past events	
Any other important information	

Risk Assessment Please note: This event plan & risk assessment is to be used in conjunction with the Westcity Risk Management document and the resulting risk profile of the event included below.

To what degree is there potential for physical, emotional or spiritual harm to the participants and/or leaders? (1 – low, 5 – high)	1	2	3	4	5
To what degree is there potential to create personal discomfort for participants or leaders?	1	2	3	4	5
To what degree is there potential for the activity to become emotionally or physically out of control?	1	2	3	4	5
To what degree are the leaders confident that they know what the possible outcomes of activity might be?	1	2	3	4	5
To what degree is there potential that the leader may lose control of the activity, resulting in one or more people [or the leader] being subject to trauma from others?	1	2	3	4	5

Overall level of risk for this activity	High	Significant	Medium	Low
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Does the benefit of this activity outweigh the possible risks that may be involved for the participants, leader or church?	YES	NO
Can the activity be modified to reduce the possible risks?	YES	NO
Are there critical incident and emergency procedures in place if required?	YES	NO

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Does the ministry have suitably trained people to address critical incidents or emergencies?	YES	NO
Has this activity been approved by the church?	YES	NO

What strategies or changes can be implemented to reduce the level of risk in this activity?	
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Expectations of all events/bookings - All events bookings to include:

- Set up and pack down time (booked out in elvanto calendar & communicated to John Seah).
- No food permitted unless outlined in booking form.
- No confetti inside of hall or chapel.
- Any decorations, furnishings or equipment added to building to be removed before end of booking.
- Change of room or furniture layout requires re-set before end of booking.
- Sound and multimedia desk MUST only be used by Westcity approved person – no settings to be changed on desk.
- Any communications or hosting of events for or on behalf of Westcity should be in line with our vision, mission and values; be consistent with our branding and style guidelines.
- After the event, an Event review will be carried out by the Event Coordinator and Ministry Leader, and any relevant feedback shared back to the relevant people.

Westcity Policies & Processes

Please read and utilise all relevant Westcity policies and processes on the Resources page of our website (e.g., Child Safety, Incident & Injury Reporting).

<https://westcitychurch.com.au/resources>

Event Application and Approval Process

- The event organiser will contact the Communications Coordinator to apply to have their event/campaign communicated to the church, at least 8-12 weeks prior to the event.
- The event organiser will email this completed 'Event Plan' to westcitychurch@gmail.com, 8 weeks prior to the event.
- The Communications & Media teams will then will work together with the Event team, to communicate to the relevant audiences. The event organiser will also work with other Westcity departments and teams as required, e.g., for equipment needed, volunteers support etc.