

PLANNING YOUR LSC PROGRAM OFFERING

1. **Date:** As early as possible – preferably two months in advance - contact the Church Administrator, Chris Ellicott, by email (cellicott@lakestreet.org) for possible dates and times for the room(s) you'd like to use. Our Associate Minister, Ann-Louise Haak (alhaak@lakestreet.org), can help you think through what day and time of day might be most appropriate for your event. She also coordinates requests in regards to other events going on in the church. Be ready to complete the *Program Offering Form* which will be emailed to you.
2. **Guest Speaker:** If you are having an outside speaker, contact the person or organization that is putting on the event and give them the option of the dates and times.
3. **Child Care:** If you are planning to offer **child care**, please contact the Director of Children's & Family Programs, Joan Roe (hereintopeka@yahoo.com) right away. Remember to include payment to child care workers in your event budget. (see *Child Care Details* on the next page)
4. **Return the completed *Program Offering Form*** to Chris. Include as many details about your event as possible so room reservation can be confirmed.
5. **Equipment needs:** What set up you will need - Chairs? Tables? How many? If you are expecting a large turnout, you may need volunteers to help set up. If AV equipment is required, you'll need to reserve it as well, and make sure that someone is trained in how to use it.
6. **Refreshments:** If your program is at noon on Sunday, consider offering a light lunch.
(see *Lunch Ideas* on the next page)
7. **Promotion: You have many options – which ones will work best for you?**
(see *Promoting Your Event* on the following pages)
8. **Keys:** Before the event, have someone designated to pick up the **keys** you'll need from Pat Stringer, our Administrative Assistant, or Chris Ellicott in the Church Office. Keys can be picked up during our regular business hours (Mon-Thurs 9am – 4pm; Fri 9am – noon; Sunday 9am – 1pm).

ON THE DAY OF YOUR EVENT:

1. Post signs *inside* the church showing how to get to the event. If people are coming from outside, post signs *outside*, especially by the 607 Lake Street door. Make sure your guests know exactly how to get into the church and into the room. If you'd like Pat to make signs for you, please request them at least 2 weeks in advance.
2. If food is being served, make sure the food is ready to go. If you are going to serve food, try to reserve the Parker Room (if it's large enough).
3. If there are hand-outs, bring copies – and double side to save paper.
4. Consider having a sign-in sheet & pen for people attending
5. If there are follow-up actions, make sure you announce that at the event.

FOLLOWING THE EVENT

1. Immediately – take down any signs you put on the inside or outside of the building.
2. After you're done, please leave the space as you found it: close windows, lock up and return the keys to the Office.
3. If there are actions to be done, implement them ASAP, before people lose interest.

LUNCH IDEAS

If your event is right after the worship service, please consider offering a light lunch. You will also be organizing this facet of the event.

Here are some tips from those who have done it before.

Cost: \$4-\$5. \$5 makes change easier and gives you a bigger budget. If there's a lunch offering, we usually use a basket on the table for participants to drop their money in. Be sure to monitor the basket during the event. Collect the money and reimburse yourself.

Sources: Boxed lunches from Panera are between \$4.90 and \$6 depending on what is purchased. Jewel makes really good rollups. (Hye-Rollers - plan for 1.5 per person). Potbelly Sandwich Works is another option. Chips and some kind of desert is nice to add (desert can just be M&Ms or boxed cookies or whole fruit). You can use supplies of paper goods from the Church Pantry, but check stock in advance to avoid a last minute panic.

Include a vegetarian lunch option. Please use pitchers of water, rather than bottled. Please bring or use cups & plates that are reusable.

CHILD CARE DETAILS

You are very welcome to make your own arrangements for child care in the child care space in the church house. The Rainbow Room (Room 202) is recommended because of its washroom access. Please contact Joan Roe to insure availability.

Please remember to include child care costs in the event budget. Standard rates are \$10 per hour; for safety reasons, it is prudent to have at least 2 care givers.

If your event is taking place during a meal time, please remember to include food for children and care givers. Also, be sure to ask parents if their children have any food allergies or special meal needs!

If you would like assistance in making child care arrangements, please contact Joan Roe as soon as you have secured the date for your event. You will be asked to have participants RSVP for child care 1 week before the event. Unless prior arrangements have been made, child care will not be offered if there are no RSVPs. The sponsoring committee is responsible for child care costs.