



Guide to Offering a Program Event, Education Class, or Group at Lake Street Church

Steps to the process:

1. Get an idea, then match it to an urge to make it happen.
2. Discuss the idea with others – other members, maybe the chairpersons of a program committee related to your idea, or a member of the staff.
3. Pick up a *Program Offering Information Form* in the Church Office. Fill it out and turn it in to the office *at least four weeks prior to your event*.
4. Staff will review your form at a staff meeting and ask for any additional information that may be necessary. They will consider your event in relation to the overall scheduling of events at LSC and assign a meeting space for you.
5. Prepare a plan to promote your event by using the various communications at LSC (*The Spire*, eBlast, listserv, Sunday bulletin announcements, oral announcements, bulletin boards)*. Staff members can answer any questions you might have in this area.
6. When the time comes, have a wonderful experience and enjoy the fruit of your hard work!

Note: For proposals for Adult education classes, it will be important to consult with the chairs of the Religious Education and Spiritual Development-Adults Committee. Other program committees who should be consulted, depending on the proposed event, are the Spiritual Pathways Committee, the Peace and Justice Committee, and the Outreach and membership Committee

* Please see the document, *Communication Guidelines for Lake Street Church*, for more information on how to get oral and written promotional information into Sunday worship materials. This document is on the website or can be picked up at the Church Office.