

This form is designed to help you plan and coordinate your event with church staff. Submitting the form does not complete your responsibilities. Follow the footnote instructions to make your event happen.



Event Coordinating¹

Event Coordinator: _____ Phone: _____ Date: _____

Event Title: _____

Event Date: _____ Planned Attendance: _____

Facilities Needed: _____ check boxes →

<u>Reservations²:</u>	Date	Date
(must be done before publicizing)	<u>Requested</u>	<u>Approved</u>
Facilities Needed (CCB):	_____	_____
Room Setup to Bldg Dept. ³ :	_____	_____
Sound/Video Tech (CCB):	_____	_____
Childcare (call x607)	_____	_____

Calendaring⁴:
 CCB Calendars: Churchwide: Public:
 Website Calendars: Events List: Calendar:

- Facilities**
- Worship Center
 - Life Center – auditorium
 - Life Center – kitchen
 - Life Center – rm 1
 - Life Center – prayer rm
 - Educ Bldg – rm 11
 - Educ Bldg – rm 12
 - Educ Bldg – rm 16
 - Educ Bldg – other _____
 - Care Center – front rm
 - Care Center – downstairs
 - Care Center – den
 - Vertex – lounge
 - Vertex – flex room
 - Vertex – auditorium
 - Vertex – kitchen
 - Other – _____

Publicity Plan (use checkmarks):

	Wk 8	Wk 7	Wk 6	Wk 5	Wk 4	Wk 3	Wk 2	Wk 1	Wk 0
Date →:	_____	_____	_____	_____	_____	_____	_____	_____	_____
									<u>(Event)</u>
Lobby Table ⁵	_____	_____	_____	_____	_____	_____	_____	_____	_____
Bulletin Ad ⁶	_____	_____	_____	_____	_____	_____	_____	_____	_____
Pulpit Announce ⁷	_____	_____	_____	_____	_____	_____	_____	_____	_____
Website Ad ⁸	_____	_____	_____	_____	_____	_____	_____	_____	_____
Website Banner ⁹	_____	_____	_____	_____	_____	_____	_____	_____	_____

¹ Event should be pre-approved by church department/pastor first.
² Facilities must be reserved before any publicity is begun. Reservations and approvals are made thru CCB (see back for brief explanation of CCB). Note: Vertex use is approved thru Vertex coordinator (x400); Care Center use is approved thru Merrie Biddison (x500); Worship Center is approved thru Debbie Krovious (x300). Sound Tech staff is approved thru Scott Spierling (x303) – note separate ‘facility’ request tab in CCB.
³ Describe the room setup needs (tables, chairs, etc.) in the Event section of CCB. Additional info may be given using a Room Setup Form and given to Art Pasion (x211).
⁴ CCB events set-up have options for ‘churchwide’ and/or ‘public’ settings. If ‘public’ is selected, the website will automatically list it under ‘News’/‘Calendar’ tab.
⁵ Tables assigned on first-come basis on wall-chart in Worship Arts Dept (WAD). Write in your request there. Also ask Nancy Imwold to create an overhead sign for the lobby.
⁶ Compose bulletin ad text and submit to Touch Point Marketing website (see page 2 for details).
⁷ Pulpit announcements are approved by the WAD team according to policy (see page 2 for details).
⁸ See page 2 for details.

Publicity Pieces Guidance

1. Bulletin Advertisement

- Submit text to www.TouchPointMarketingInc.com/nlc by clicking on 'Bulletin Content' and entering info. This must be done **at least** two weeks in advance of appearing in the bulletin.
- 25 words for small ad, or 50 words for large ad
- Be sure to include: date, time, location, cost, and contact information.
- Include any graphics files
- Note: the Powerpoint slides for the Welcome Center Screen displays are created from the bulletin ads by the WAD.

2. Pulpit Announcement Text

- Submit text to Debbie Krovious in WAD (dkrovious@newlifepismo.com) not later than Tuesday the week of announcement.
- Submit video clips 1 week in advance.
- maximum announcement time of 1 minute, unless specially approved:
- Be sure to include: date, time, location, cost, and and contact information.
- Note: announcement policies include: no announcements are made on special outreach weekends (e.g., Easter, Christmas, etc.); announcements can run a maximum of 2 weeks in a row; no more than four announcements are made in any given service; no last-minute announcements will be made except for funerals.

3. Website Advertisement Text

- Submit text with any graphic files to Dave Vasquez at dvasquez@newlifepismo.com at least one week in advance.
- 25 to 150 words
- Be sure to include: date, time, location, cost, and contact information.

4. Website Banner

- Submit text with any graphic files to Dave Vasquez at dvasquez@newlifepismo.com at least one week in advance.
- 15 words
- Be sure to include: date, time, location, cost, and contact information.
- A request for a website banner does not guarantee one because banners are limited.

What is CCB?

CCB is short for 'Church Community Builder' which is a web-based software system that enhances communication and organization within our church. It is accessible only through people in the church who have been given login usernames and passwords. People can enter their personal profiles and photos and track their giving and groups they are part of in the church. Through CCB, people can request the reservation of facilities and place events on the church calendars, and track rsvp's to events and many, many more services. To access CCB, go to the public church website at www.newlifepismo.com, then in the top right corner click on the tab "Online Community (CCB)". You can request a username and password below the sign-in box if you don't have one.

⁹ Banner runs across top of website home page showing special upcoming events (see page 2 for details)