



ST. JOHN'S LUTHERAN CHURCH EVENT PLANNING GUIDE [A HOW-TO]

Looking to host an event at St. John's? Below is a step-by-step guide on how to plan your event with St. John's to ensure it runs as smoothly as possible.

STEP-BY-STEP GUIDE

1. Schedule a meeting with the Events Coordinator.
2. Fill out the Event Planning Application and Budget Planning Template as completely as possible prior to your meeting.
3. Bring these forms, plus any other planning documents, to your meeting.
 - a. During your meeting, you will review your completed forms, fill in any missing sections, and discuss the St. John's Facilities and Building Manual. The Media Relations and Event Coordinator will answer any questions in regards to the Facility Use Request Form.
4. Following the meeting, submit the Facility Use Request Form if your proposed event is within the next 12 months. If it is further out than 12 months, please mark your calendar to remember to turn in the form a year out from the event.
5. If the event is approved, submit any required deposit.
6. Attend scheduled meetings and meet deadlines set forth during the initial Event Coordination meeting.
 - a. Pay any remaining rental fees two weeks prior to the event date.
 - b. Conduct an event run-through/set-up prep meeting 1 week prior to the event.
7. Submit the finished budget within one week of the event.
8. Complete the Post-Event Evaluation and have a debriefing meeting with the Media Relations and Event Coordinator within a month of the event.

NEEDED DOCUMENTS AND FORMS

- Event Planning Application
- Budget Planning Template
 - Receipts, Purchase Approvals, and Expense Voucher Form
- Facilities and Building Manual
- Facilities Use Request Form
- Risk Assessment
- Proof of Liability Insurance (if needed)
- Alcohol License (if needed)
- Volunteer Applications, Background Screening Releases, Safety of Minors Policy Compliance Forms, and Driver Screening Releases (if needed)
- Post-Event Evaluation

Not certain if your event needs to follow our Event Planning Protocol? Unsure of what the Event Planning Worksheet is asking? Contact our Events Coordinator at events@stjohnslc.org.

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