

## Appendix 2 OFFSITE VENUE CHECKLIST

### (Ministry volunteer must work with Event Coordinator)

Begin site research on venues based on event structure  
Room size and setup (tables, chairs)  
Parking (cost?)  
Room Schedule (other events going on that day in the same space, area, etc.)  
Is there a registration area adequate for the number of expected attendees?  
Technical Equipment/Lighting, Costs  
Can you have an outside caterer? If not, menu selection, cost per person  
Lunch location; Food and beverage service  
Space for exhibits, etc.  
Number of rooms; Restroom location (convenient)  
Provision for delivering emergency messages?  
Decorations  
Tablecloths/Skirts  
    Presentation Needs (Flip Charts, markers, etc.)  
    Trash can/trash bags  
    Tent  
    Stage/Platform  
Send meeting requirements to selected sites with requests for quotes  
Review site negotiations with potential venues  
Conduct site visits  
Negotiate and agree on rates and contracts (Confirm prices, equipment and hours)  
Review venue deadlines  
Review and update facility space assignments (approved by fire marshal)  
Finalize food and beverage guarantees  
Arrange daily invoice review with meeting facilities  
Consult with personnel as required for issuance of gratuities  
Confirm and monitor pick up of all rental equipment  
Determine shipping methods to and from hotel  
Site amenities (shuttle service, security, wireless cell points)  
Get directions to venue for attendees  
Request a phone at Registration Desk (in/out line)  
Read and complete BEO's (banquet event orders)  
Read and complete RFP (request for proposal)  
    Name of meeting  
    Dates/days of the week  
    Alternate dates if possible  
        Goals and objectives of meeting  
        Attendee profile (male/female ratio, age, transportation methods, where they are coming from, etc.)  
        Sleeping room block  
        Commissionable (hotel agrees to pay a specific percentage back to a designated organization) (void of any commissions)  
        or net guestroom rates  
        Meeting agenda with exact space needs (start/stop times, number of people, room setup)  
        Meeting history (total attendance, guestroom pickup, number of people served/meal function and rooms, and  
        food/beverage revenue  
        Room tax? Other taxes?  
        Airport transportation? Cost? Duration? (rush and non-rush hour)  
        Business center? Hours?  
        Banquet menus?  
        Technical equipment? Cost? Can outside equipment be brought in?  
        Exclusive agreements with outside vendors?  
        Room service?  
        Health club? Cost?  
Have conference office re-keyed for security (insures monies, contracts are safe and you have exclusive access)  
Forward rooming list to hotel  
Coordinate all return shipments from hotel  
Review F&B consumption, copies of invoices

*Source: "The Complete Idiot's Guide: Meeting and Event Planning" by Robin Craven and Lynn Golabowski*

### Appendix 3 OFFSITE VENUE OPTIONS

Libraries

College, universities, schools

Banks, utility companies, and other businesses

Vocational schools

State, county or city governments

Foundations

Museums

Military academies

Boards or commissions

Nature centers

Shopping malls

Community centers

Senior centers

Clubs and associations

Theaters

Churches and religious organizations

Retreat centers

Hospitals and health care complexes

Large non-profit agencies

*Source: "How to put on a great conference" by Adolfo Street Publications*

Check out [www.uniquevenues.com](http://www.uniquevenues.com) for other meeting location ideas.

## Appendix 4 SAMPLE EVENT CHECKLIST

### Seminar

Decide on Topic(s)  
Determine Event Name  
Decide on Date  
Solicit speaker(s) (consult with Ministry Resource Director; all speakers must be approved by Bishop beforehand)  
Confirm speaker(s)  
    Obtain list of needs, if any from speaker(s)  
Solicit Sponsorships (when necessary – consult with Ministry Leader)  
Notify Front Desk about event and provide details through the appropriate Ministry Resource Director  
Promotion  
    PowerPoint (submit to Ministry Resource Director)  
    Flyer  
Pulpit Announcement (submit request to Ministry Resource Director – Event Publicity Form)  
Information Board (submit to Ministry Resource Director – Event Publicity Form)  
Registration Sign-up  
    Reserve Table with the Facilities Coordinator  
    Prepare Sign-up sheet and other information that may need to be distributed  
Prepare PowerPoint slide making announcement (or prepare script for Pulpit Announcement)  
Schedule representative to be present to receive those that will come to the table

#### *(At least 2 weeks prior to event)*

Room Reservations/setup  
    Make diagram if you have specific set-up and/or submit facilities request form to Facilities Coordinator  
    (Suggest room be set up to decrease distractions caused by late comers)  
Food Request (water for speaker)  
    Submit voucher for approval to Ministry Team Leader  
Tech Request (mic, screen, projector)  
Submit request to Ministry Team Leader (Facility Request Form)  
    May want to confirm with speakers prior to insure you have all that they need  
Copy Request  
    Submit Copy Request Form for any handouts/other literature based on expected attendee number to Ministry Team Leader  
    Confirm with Ministry Resource Director the duties of the Facilities Coordinator and Media Director  
Confirm that the room(s) will be listed on the information board through Facilities Coordinator  
Evaluate attendance count on cutoff date. (Date you compare the current attendance with your previously noted minimum attendance. If greatly lower, event may need to be cancelled.) **NOTE: This date must be at least two weeks prior to the date.**

#### *(Week prior to event)*

Contact speaker(s) to confirm arrival time and provide directions, meeting location (i.e. East Campus-Sanctuary Lobby), and important contact numbers  
Create and print evaluation survey  
Create sign-in sheet (name – first and last, mailing address, email, phone)  
Coordinate bottled water with kitchen through the Ministry Team Leader (NOTE: Voucher must be submitted 2 weeks in advance.)

***(Day or two before)***

Check room set up and equipment

***(Day of event)***

Get there early

Set up water and ice (confirm and coordinate through Event Coordinator)

Check the room one final time

Make sure the doors are unlocked for entrance into the church

Greet and escort the speaker to the room

Help them with props, bags, etc.

Assist them in setting up

Greet attendees

Direct to room as needed

Have attendees sign in at the door and pick up handouts and evaluations as they enter

May need to make additional copies (need copy code to do so)

Thank those in attendance and the speaker

Collect evaluations as attendees leave

Break down

Help speaker and escort them to their car

Tidy up room; turn off light and close door

***(Day after event)***

Send Thank you letter to all speakers

## Appendix 5 SAMPLE MAJOR EVENT TIMELINE

Determine the basics (Who, what, when, where, why)

Consider questions under Event Overview (**See page 1**)

Determine budget (Expenses/Revenues) (**See page 15-17**)

Determine cutoff date. (Date you compare the current attendance with your previously noted minimum attendance. If greatly lower, event may need to be cancelled.) **NOTE: This date must be at least two weeks prior to the date.**

*Event has been approved, budgeted and scheduled on church calendar.*

### 10-12 Months prior to event

Chair organizes a planning committee (**See duties on page 5**)

Required committees areas for any event in addition to Chair are:

- Administrative
- Communication
- Facilities
- Publicity
- Volunteer Coordinator

Establish a regular meeting time (minutes should be taken at each meeting)

Submit a Facility Reservation form for meeting times (**See page 31-32**)

Submit a Facility Reservation form for the space needed for the event (if known)

Confirm the event overview (**See page 1**)

- Locations of all activities
- Submit any suggested class topics and speakers to Ministry Team Leader
- Submit any vendor suggestions to Ministry Team Leader (*no ministry member may enter into a contract on behalf of Mount Zion*)
- Event schedule
- Fee (taking into consideration the expenses and headcount)
- Determine age range to attend
- Any meals being served? Include volunteers in headcount
- Any outside exhibitors? Vendors?
- Guidelines need to be established

Develop FAQs (**See page 24**)

Based on confirmed speaker, artists, etc. .... secure accommodation/transportation, etc. (through Ministry Team Leader) **See Accommodations page 6 and Legal on page 8**)

### 7-9 Months prior to event

Advertising (**See Publicity on page 11**)

Who needs to come? How will you reach them?

Fill out Event Publicity form and submit to Ministry Team Leader (**See page 33-34**)

Determine what print materials will be produced—based on budget (brochures, flyers, banners, etc.)

How will these be produced? Distributed?

Set up game plan

- When will you start promoting?
- Ensure that printed materials are ready by this date
- Maintain a similar look throughout
- Obtain or create relevant mailing list

Registration (**See Registration on page 12**)

Submit a Facility Request form to reserve registration table

Assigned dates to work the table

Determine when will you start? End?

Determine the method of payment will you accept? (*Preferred methods are cash and check.*)

Submit vouchers for any promo items

Promo items should arrive (time to verify and reorder if necessary)

Set up game plan

### **1-3 Months prior to event**

Logistics and Hospitality set up game plans to execute on the day(s) of the event

Create itinerary for guests/artists (See Accommodations/Transportation Committee and Event Coordinator)

Logistically walk through the day making note of room conflicts or overlapping that will prevent room changes

Confirm through Ministry Team Leader that requests made are understood with Facilities, Food Services, Media, Music and Purchasing are understood and ready. Submit any changes and updates.

Follow up with any outside vendors

Any special needs? Parking (Gate Keepers), Security

Fill out Copy Request Form (**See page 35**)

Decide on the appropriate number of volunteers needed

Solicit volunteers – Sign up or individual recruitment

Establish the perks, if any, for volunteers (name badge, etc)

### **2 Weeks prior to event**

Submit vouchers for food, linen, door prizes, gifts, etc.

Submit room setup and media requests/any early vouchers – according to budget

Copying needs?

Submit voucher for paper

Conduct a volunteer training session (include walk through if necessary). Invite all volunteers and have all committee leads present to address any questions. Discuss:

- Conference Schedule
- Attire
- Command Center Location
- Guidelines and Protocol
- Chain of Command
- Customer Service / Difficult Procedures
- Facilitator / Speaker Information
- Logistics (location of everything taking place) /Diagram
- Arrival Time / Check-in Location
- Contact Information

Insure that you have volunteers in place in every area and all entrances to direct accordingly

Create an evaluation form for attendees, facilitator and maybe the volunteers (**See pages 39-41**)

### **The Day of the Event**

Set up as much as possible the day(s) before (MUST reserve the space on these day(s) as well - Facility Request Form)

Volunteers and Leads arrive early (45 minutes -1 hour earlier than your guests/attendees)

Set up minor things

Relax and host a great event

### **The Day after the Event (within 7 days)**

Send Thank you cards to facilitators

Conduct a debrief meeting with committee and other volunteers (*Can be separate meetings.*)

Each committee lead submits debrief notes to Chair

Summarize evaluation forms

Submit evaluation findings and debrief notes to Ministry Team Leader

## Frequently Asked Questions

### **How much is the registration fee?**

Registration fee for both days is \$60 for the adults (\$35 for one day). The registration fee for YoungPreneurs is \$20 (one day only).

### **Is there specific dress attire?**

No. But you are encouraged to dress for success.

### **Who should attend?**

Current and aspiring entrepreneurs, youth and individuals seeking to gain a financial advantage should attend.

### **Why should you attend?**

To obtain relevant financial information (business and personal) and establish business connections with other participants or expo vendors that will catapult you to the next level.

### **Is there a registration deadline?**

Yes. Friday, February 11 is the last day to register.

### **What is included in the registration fee?**

The registration fee includes continental breakfast, boxed lunch, and admission to workshops, general sessions and business expo. Banquet admission optional (see registration form for details).

### **How do you register?**

You may register by mail, online or in person.

### **Dollars & Sense Financial Conference**

*Attn: Marketing Department*

1301 Alamance Church Road

Greensboro, NC 27406

(336) 273-7930

(336) 373-4224 (fax)

[www.dollarsandsenseconference.com](http://www.dollarsandsenseconference.com)

### **What are the methods of payment?**

There are three ways in which you may pay your registration fee: Cash (money or cashier's check), Check and Credit Card. Please make checks payable to Dollars & Sense Conference.

### **Is there a cancellation or transfer policy?**

Sorry, all registration fees are non-refundable. However, registrations are transferable. Simply check in at the registration table.

### **What if I want to only attend one of the two day sessions?**

Adult participants have the option of attending one of the two days for a fee of \$35. You are encouraged to attend both days in order to take full advantage of the workshops and networking opportunities being made available. The cost to attend both days is \$60. *(Note: YoungPreneurs' component will be in session on Saturday only.)*

### **Are group discounts available?**

A group of eight or more will receive \$5 off each registration. Completed registration forms and funds must be received by Friday, February 11th.

### **Who do you contact for Business Expo information?**

You may contact the Marketing Department at (336) 273-7930.

## Appendix 7 NEEDS/ FORM TYPE

A good rule of thumb is to submit all of your request forms at least two full weeks prior to your event or meeting to ensure that you meet all deadlines. All forms are to be submitted, approved and signed by your Ministry Team Leader. These persons are responsible for submitting all forms to the appropriate staff personnel.

Following this page are guidelines for facility and media reservations in addition to the actual event request forms. Due to the footers and page numbers at the bottom of the pages, you are asked to use the forms within in this manual for reference. **All event request forms listed below, with the exception of the Voucher Request Form, can be found in the kiosk beside the Chapel Welcome Center. Voucher Request Forms are distributed to ministries through their respective Ministry Team Leader. If a voucher(s) is needed, please contact your Ministry Resource Director.**

### Need

### Form Type

Food  
Room/Table Reservation  
Technical Equipment

### **Facilities Request Form**

Event Promotion  
PowerPoint/Special Presentations  
Weekly Bulletin/Website

### **Event Publicity Form**

Xerox Material

### **Copy Request Form**

Outside Purchases

### **Voucher Request Form**

Request this form through your Ministry Resource Director.

# POLICIES AND PROCEDURES

## GENERAL GUIDELINES FOR USE OF FACILITIES

### RESERVATION

#### MISSION STATEMENT:

To reconcile the world to God through Jesus Christ.

#### PURPOSE:

We are chosen and empowered to **Exalt, Equip, Encourage, Evangelize** and **Enable** as members of the Kingdom of God.

In order for Mount Zion Baptist Church of Greensboro, Inc to work in excellence, we ask that all ministries and departments adhere to the following procedures.

1. The programs and activities of ministries and special groups requesting building usage must be consistent with the Mount Zion Baptist Church of Greensboro, Inc.'s mission statement, purpose and ministry philosophy. It is to be understood that the facilities and equipment of Mount Zion Baptist Church exist for the primary purpose of being used by its members through its organizations and ministries.
2. Activities and programs are limited to the space that is assigned

#### RESERVATIONS

1. A Facilities Request Form for all Mount Zion Church ministry meetings must be completed in its entirety and submitted to the Facilities Coordinator a **minimum of two (2) weeks** prior to the meeting. All major events (requiring two or more rooms, Chapel, Sanctuary, etc.) weekly, and monthly meetings should be given to the Facilities Coordinator no later than **December 1st** of the previous year. Any changes or additions to major events should be submitted **two (2) weeks** prior to the event. Reservation will be based on availability.
2. A Facilities Request Form must be submitted to the Facilities Coordinator through the appropriate Dept Head a **minimum of two (2) weeks** prior to the meeting date. The Facilities Coordinator will email or place confirmation forms in the ministry mailboxes after the signature of the ministry's Department Head is obtained.
3. A Use of Facilities Questionnaire for all events not ministry related to Mount Zion Baptist Church of Greensboro, Inc., must be submitted six **(6) months prior to the event**. Fees not paid 90 days prior to the event may result in cancellation of the event (any and all deposits are non-refundable if the event is cancelled by the organization).
4. If Mount Zion Food Service is requested, complete this section on the Facilities Request Form and include any necessary Vouchers (proper signatures required) to the appropriate Dept. Head. A fifty

percent (50%) deposit of the facility fees is due at the signing of the contract. The balance is due (90) ninety days prior to the event (no numbers may be lowered after the signing of the contract).

**All outside groups must be sponsored and line up with the vision of Mount Zion Baptist Church of Greensboro, Inc.**

5. Any event requiring media support should be noted in the media section of the Facility Request Form and submitted to the appropriate Dept. Head. Any questions concerning media equipment or charges should be submitted to the Media Director.
6. **Ministry Leaders** are **responsible** for all signs/flyers for table displays in Chapel Foyer and Sanctuary Main Lobby only. The Facilities Coordinator is only responsible for approving room reservations and table usage tablecloths and table skirts are available when requested on the same form. *(NOTE: A dry cleaning fee will be applied.)*
7. It is the **responsibility of the Ministry** having Sunday activities to set-up and breakdown areas in use. (Please do not remove tables and chairs from other rooms; they have been set-up for other ministry events).
8. It is the responsibility of the Ministry to contact other ministries when their support is needed (Hospitality, Gate Keepers - parking, Ushers, etc).

Regularly scheduled church meetings and activities of Mount Zion Baptist Church of Greensboro, Inc., will have first priority in the use of its facilities. Other church related meetings and functions would have second priority. Outside groups may use the facilities (rental fees involved) when the space is not already scheduled by an internal ministry or another outside group.

**Note: Room assignments are scheduled according to the number of attendees and required set-up. Mount Zion Baptist Church of Greensboro, Inc. reserves the right to modify room assignments when deemed necessary.**

Effective as of January 2010

## Media Department Policy and Procedures Mount Zion Baptist Church

A Facility Request Form must be completed (media request section) for any event requiring audio and/or video service. Forms are available in the kiosk beside the Chapel Welcome Center. Completed forms should be submitted to the appropriate Ministry Team Leader.

- **All AV equipment (TV/VCR, CD players, etc.) should be requested fourteen (14) days prior to intended use.**
- **Request for technical support for major/special events should be given a 90-day notice.**
- It is the responsibility of the Ministry having the event to provide stagehands, grips, and any other personnel to support the event.
- Any equipment that is not in our inventory must be ordered and rented from outside vendors at cost. Submit all media requests via the Facility Request Form.

### In-House Inventory AV List

Overhead Projector  
VCR  
TV/VCR  
Karaoke System  
Cassette Player  
CD Player  
LCD Projector  
Microphone & Stand  
7' x 9' Video Screen  
4' x 4' Video Screen  
6' x 6' Video Screen  
9' x 9' Tripod Video Screen  
\*16-Channel A&H Mixer with JBL Speakers and 1 Microphone

*\* Denotes items that require technical staff to set-up.*

## **Musical Guest**

Sponsors of any musical guest contacted in reference to a performance date at Mount Zion Baptist Church should first:

- Have the technical rider submitted to Media Department before a contract has been signed. This will insure a reasonable commitment on behalf of Mount Zion and eliminate certain requests that may be deemed unwarranted.
- A confirmation will be forwarded to the sponsoring Ministry Team Leader after the Media Department has advanced the date. Once this is done contracts can be issued. No legal commitment should be made before the riders have been reviewed.
- If the act is performing gratis, it is still necessary for the date to be advanced by the Media Department to make sure there is a clear understanding of what both parties expect to be available.
- If there are technical requirements by the artist that we do not have on site, a cost sheet will be submitted to the sponsoring Ministry Team Leader.
- Outside events that involve national acts may require professional technicians. If so, the required cost will be forwarded to the sponsoring head.

## **Hearing Impaired Units**

Hearing Impaired Units will be made available to those persons in need of hearing assistance by coming to AV room no later than 10 minutes before services and checked out for use. Designated seating enables media to pick the units up after service. The ear buds should be kept by the user because of hygiene issues and used every time he or she uses the unit. After the initial issuance of earpieces, replacement earpieces can be purchased for a very nominal fee.

## Sound Check Procedures

### 7:30 am Service

**7:00 am:** All assigned volunteer Audio Technicians and Stagehands set-up pulpit according to submitted stage plot and input list.

**7:00 am - Musicians Set-up -:** All performing musician set-up their personal gear and prepare for sound-check. Any musicians not at sound check *will not be wired for sound during service.*

**7:00 - 7:15 am -** Sound Check- *Musicians, Praise Team, Speakers and Choirs*

### 11:00 am Service

**10:15 - 10:30 am -** Sound check *Musicians, Praise Team and speakers if needed*

Technicians should be on hand from 10:00 am until 10:30 for sound checks if needed otherwise report to stations by 10: 30 am

## Complimentary Tapes

The following will receive a complimentary tape:

- Guest Speakers will receive **ONE DVD and ONE CD.**
- Staff Pastors will receive **ONE CD** when speaking on Sunday.
- Guest artists and performers will receive **ONE DVD.**
- Ministers will receive **ONE DVD and ONE CD** of their initial sermon.
- Deacon ministry serving the sick and shut-in
- Gratuitous Tapes will no longer be available to any other individuals or departments

\*All CDs will be available in the MTZBC Bookstore and all requests should come through the bookstore. *Be sure if you need the CD (audio) following the event that you make the request ahead of time, otherwise there will be a four-day turnaround (business days).* DVDs will not be available immediately after the service because of real-time duplication. A four-day turnaround (*business days*) will be required for pick-up, or if these DVDs need to be mailed, please furnish the address when making the request.

Please be mindful that these CDs are a part of our overhead expenses and therefore must be managed responsibly. Furthermore, this policy has not been established to “deprive” our staff or volunteers, but has been set in place to help us to properly manage our resources.

## Volunteer Policy

Scheduling of volunteers is done on a monthly basis. Video volunteers operate by teams and audio volunteers by availability. Notifications are done by E-mail. Volunteers are required to call in if they are unable to serve.

Effective as of January 2010