



SASM Event Request

Our goal at SASM is to plan, schedule, and coordinate activities designed to build unity, motivate, and spread love to our congregation with a specific aim of involving and serving the larger community with the message of Jesus Christ.

To ensure your event is a success, please provide Veronica with the following information:

v.dimatteo16@gmail.com

We have broken the process into 2 steps:

1. **Attaining event and date approval (please allow 2 weeks)**
2. **Marketing the event (please provide 2 weeks lead time, after approved)**

Step 1:

Name of the event: _____

Brief marketing description: _____

Desired date(s): _____

Desired time: _____

Please first review SASM calendar at sasmcoc.com/events for potential conflicts.

Is the event free? Yes/No. If No; Price per Adult: \$ _____ Child: \$ _____

Is any age free or are there age limits? _____

Proposed location: _____

**If you have a specific image for your flyer or would like to create your own flyer please communicate this with Veronica. Otherwise, we will assist, by creating it for you.

Once the event and dates are approved you will be notified via email and it will be added to the church calendar. Then the flyer will be created and the event details will be forwarded to the Communications team for marketing.

Step 2:

If it's a free event, is registration required for the event? Yes/No. If yes, please inform Veronica of the details so that it can be added to the website and app.

For both paid and free registrations, what is the cutoff date? _____

MaryAnne Rizk leads the Communications team. She can be contacted to discuss details or marketing timing at rzkmanagement@gmail.com (Please allow 2 weeks lead time)

Requested date(s) for dedicated email blast: _____

YOUR CHECK LIST

- Event approved
- Reservations made at venue
- Logistics planned and coordinated
- Flyer created
- Communications team received marketing request
- Website & App updated to reflect event
- Social media push scheduled via Communications team

Things to consider for your event(s):

- Transportation? Individual cars or chartering a bus?
- If tax exempt, Veronica can assist with the ST-5 Form
- Facilities required? (If in Christ Church or Warren, which rooms being requested? If at a local park, was a permit requested)? Etc.
- Any specific information you would like included on the flyer?

Day of event, if applicable:

(All prepared at least one week prior)

- Name tags ready and individual assigned to handle event registration
- Registration log of attendees (tracking paid v. unpaid)
- Resource table planned and stocked

- IT/Setup scheduled prior to event start time (recorder, wireless microphones, projector, etc.)
- One week prior: initiate contact with facility host liaison, who will provide support on day of event
- Scheduled arrival confirmation email sent 48 hours prior to event, with event details
- Volunteers dedicated to end of event clean up

Food:

- Is food incorporated into the cost? (Snacks, brunch, dinner, etc.)
- Food ordered, no later, than one week prior to event
- SASM staff identified to be responsible for all food at the event, receiving, cleanup, drinks, snacks, for adults and children

If childcare is needed:

- Volunteers defined
- Program prepared
- Greeting committee setup prior to parents arrival
- Food for children planned
- Volunteers dedicated to end of the event & clean up