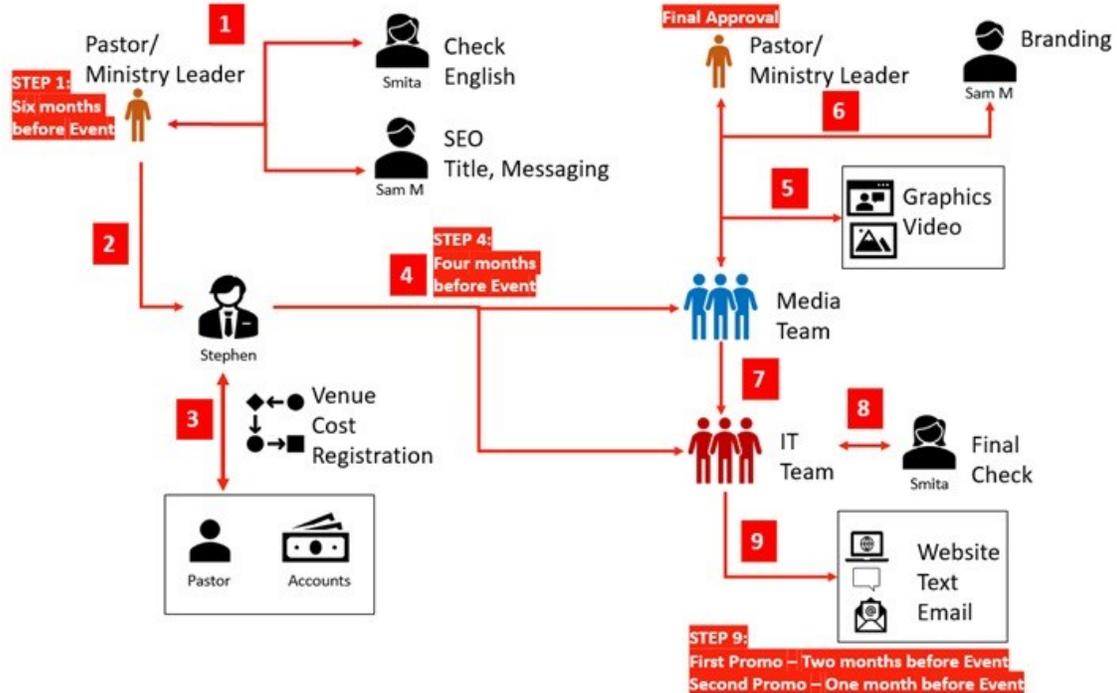




Last updated: 29 September 2023

GUIDELINES FOR EVENT MANAGEMENT

The vision of the event management team is to do a well-planned event that leaves a lasting impact on the participants. It involves meticulous planning, creativity, and a commitment to excellence.



Initial Meeting—Ministry Leader(s)

As a first step to the planning and execution of the event, the ministry leaders are requested to share their ideas with Ps. Ashish **six months prior** to the event, along with an estimate of the costs involved.

Approval—Ps. Ashish Raichur

Kindly send an estimate of all possible expenses that are likely to be incurred. Please make an exhaustive list of possible expenses including venue, transport for shifting equipment, transport of participants, hiring of equipment, décor, stage, stationery, honorarium for



guest speakers, gifts, participants' giveaways (this must be pre-approved as we do not have giveaways for events), Food & Beverages (F & B)—for team meetings, for the event, and so on.

Team Briefing

After the estimate is approved by Ps. Ashish, the ministry leader is requested to share the details of the event with Head—Services and Events and the Core team, so that the approved budget is followed. The Head—Services and Events will discuss with Ps. Ashish and accounts to decide the venue, cost of the event and the registration amount. Even after approval of expenses, the ministry leader and the team are requested to look at ways and means to reduce and cut-down unwanted and unnecessary expenses, to steward the resources well.

Giving Brief to Media Team

The brief for the event with details of venue, registration is shared with the Media Team, **four months before the event**, for the graphics and videos required. This will then be shared with the ministry leaders.

Functions / Processes to be Planned

Ensure that the following areas are planned **four months** prior to the event date and have capable people with their teams overseeing these:

1. Venue booking
2. Publicity & promotions
3. Registration of participants
4. Prayer team
5. Finance & Accounts
6. Guest speaker hospitality
7. Venue décor, seating & other arrangements
8. Food & Beverage coordination
9. Audio (PA) setup
10. Media presentation setup
11. Greeters & Ushers
12. Worship team (optional)
13. Childcare (if required)
14. Audio-Video coverage of event (APC media team)

1. Venue Booking

Various venue options are considered based on the following details:



- i. Day, date & time of event (start time and end time)
- ii. Required capacity of hall
- iii. Required type(s) of seating
- iv. Childcare capacity (if required)
- v. Availability of vehicles parking with estimated capacity
- vi. Start and end time of hall required for prior setting up of décor, audio, etc-
- vii. Food & Beverage utilized at the venue or Food caterer.
- viii. Audio / video hire requirement (at venue or outsourced)

2. Publicity & Promotions

Once venue and registration amount has been decided, the media team is contacted for the following, with these details:

i. Publicity Material

- o Name of event (include a description of the event with objectives)
- o Day, date, & time of event
- o Venue with complete address, google map coordinates
- o Speaker name, organization, or church affiliation
- o Registration Amount & Last Date of registration
- o Details regarding participation—an 'APC only' event or an 'open' event

The mail is to be sent at least four months before the event.

ii. Promo Videos

Ideas and details for the promo videos may be shared with Stephen Jose at stephen.jose@apcwo.org

iii. Internet

Stephen Jose will coordinate with IT to set up the online registration form, update website banners, and to send out emailers.

3. Registration

- i. One dedicated person will oversee the overall registration process, with dedicated people helping with registrations at each APC location in the weeks leading up to the event. The church office front desk will handle telephonic queries.
- ii. The IT team will help set up online registrations.



- iii. Encourage people to confirm their participation by pre-registration. If the registration amount for the event is less than Rs. 500/- participants will pay by cash at the venue.
- iv. Encourage everyone to confirm participation before the last date indicated. Do adhere to the last date mentioned for confirmation of registration.

4. Prayer Team

- i. It is necessary to take everything to the Lord in prayer and be totally Spirit-led in every decision along the way. Encourage core team and every member involved in the planning to remember the event in prayer daily. Would be good if the team can meet once or twice a month, before the event to just spend time in prayer and hearing from God.

5. Finance & Accounts

- i. Let one person oversee receiving advances toward cash payments that may need to be made. Kindly provide bank details of this person to Accounts with CC to Head of Services & Events to set up online payments toward the advance.
- ii. All payments, as far as possible will be settled by cheque or online payments from the church office. Please provide details for cheque preparation to the Accountant Geet Francis at geethu.skaria@apcwo.org with CC to accounts@apcwo.org & Head of Service & Events.
- iii. For cash payment the upper limit is equal to Rs. 20,000 only. Any payment above this amount must be made only by cheque or online transfer.
- iv. Proper bills and receipts are required for all payments made.
- v. In case a single bill exceeds, Rs. 30,000 TDS would need to be deducted. In the case of Rs. 1,00,000 and above paid to a single vendor during a financial year (April to March of the next year), again TDS will be deducted. Please keep vendors informed of this.
- vi. If purchases need to be made from the office, kindly send a mail to the accounts@apcwo.org with a cc to Head of Services & Events, with at least seven working days' time. (When a new payee is set up, only Rs. 30,000 can be paid for the first 24 hours. So adequate time is needed for setting up a new payee and completing the payment).



6. Food & Beverages (F & B)

i. **Menu:**

For catering kindly stick to a menu at approximate cost of Rs. 150-170 per individual, unless it is a very special event happening once a year.

ii. **Choice of Caterer:**

If competitive pricing can be got from new caterers, we can make arrangements with them.

iii. **Instruction to Caterer:**

Caterer to bring additional plates, napkins, spoons, garbage bags, plastic containers to keep the used plates, water, tumblers, detergent to wash plates in case used plates must be washed and reused.

iv. In the event of food being left over, please arrange for the remaining food to be sent to APC Bible College hostels. The caterer may be instructed to do so or other arrangements may be made.

v. **Instruction to Person in Charge:**

Let one person coordinate with the caterer regarding the headcount (number of meals). Ensure that there is no change in the total count given to the caterer, without checking/informing the person coordinating the event.

If there are two events being served by the same caterer on the same day, strictly ensure each event has adequate quantities of food & serving items.

Once the confirmed headcount is fixed, factor in a buffer for additional requirements and place the order for the food

7. Payments

If the registration amount for the event is less than Rs. 500/- participants will pay by cash at the venue.

Options for Paying:

- i. paying at the venue
- ii. paying at APC locations

The person in charge of registration at the APC location is requested to maintain a list of confirmed participants with amount paid. If printed registration sheets are used to



collect details of participants, this is to be entered online by the person in charge of registration. All registration need to be updated online.

8. Arrangements for Day of Event

i. **Setup Team:**

Let the setting up at the venue be done on the previous day as much as possible. Please have one person from the Setup team coordinate with church office to request for supplies like tables, stationery, and ensure that they are taken back to office after use.

ii. **Greeters Team:**

Please have a dedicated team of greeters of at least 2-3 people welcoming people in.

iii. **Ushers Team:**

Please have a dedicated team of ushers guide the people to their seats, helping with communion and distribution of required items during the event.

iv. **Information / Book Table Team:**

If the participants are from other churches, will be good to display APC books relevant to the topic of the event. Kindly indicate the books required by sending a mail to bookrequest@apcwo.org two weeks before event.

Have brochures of BC / Chrysalis / APC Music / Buildtoimpact and other church events handy.

v. **Prayer / Ministry Team:**

A dedicated team should be available to minister in prayer. The Chrysalis team may also be invited ahead if there is a need for trained counselors to be available at the event.

9. Follow-up / Communications Team

An automated mail thanking the participant is sent once the online form is completed. The mail will confirm the following details:

- i. Name
- ii. Registration Number
- iii. Email id
- iv. Contact Number provided
- v. Date, timing, and venue with map
- vi. A note about things to bring, any other useful detail



The final updated registration form is to be shared with the IT team to update our church database.

The organizing team can maintain a copy of the participants' details from other churches and contact details of persons from other churches who helped coordinate.

Let us work together as a team to ensure every detail is taken care of and we do all things as unto the Lord! All the very best 😊!



GENERAL INFORMATION

ABOUT ALL PEOPLES CHURCH

All Peoples Church is a Jesus-loving, Word-focused, Spirit-filled, family church, an equipping center, a missions base, and a world outreach.

As a **family church**, we grow together as a community in Christ-centered fellowship, caring for and serving each other in love, as the assembly of God.

As an **equipping center**, we empower and equip every believer to live victoriously, mature into Christlikeness and fulfill God's purposes for their lives.

As a **missions base** we engage in meaningful ministry to bless our city, nation, and the nations with the full Gospel of Jesus Christ through the Word of God and supernatural demonstrations of the power of the Holy Spirit.

As a **world outreach** we serve locally and globally by nurturing godly leaders and Spirit-filled churches who can impact their regions for the Kingdom of God.

The vision of All Peoples Church is to be salt and light in the city of Bangalore and a voice to the nation of India and to the nations.

USEFUL LINKS

Online Sunday Church service are livestreamed every Sunday at 10:30 am (Indian Time, GMT+5:30). Spirit-filled, anointed worship, Word and ministry for healing, miracles, and deliverance.

YOUTUBE: <https://youtube.com/allpeopleschurchbangalore>

WEBSITE: <https://apcwo.org/live>

Our other websites and free resources:



APC Guidelines for Event Management

CHURCH: <https://apcwo.org>

FREE SERMONS: <https://apcwo.org/resources/sermons>

FREE BOOKS: <https://apcwo.org/books/english>

DAILY DEVOTIONALS: <https://apcwo.org/resources/daily-devotional>

JESUS CHRIST: <https://examiningjesus.com>

BIBLE COLLEGE: <https://apcbiblecollege.org>

E-LEARNING: <https://apcbiblecollege.org/elearn>

COUNSELING: <https://chrysalislife.org>

MUSIC: <https://apcmusic.org>

MINISTERS FELLOWSHIP: <https://pamfi.org>

CHURCH APP: <https://apcwo.org/app>

CHURCHES: <https://apcwo.org/ministries/churches>