



Guidelines for Planning APC Weekend School

Purpose: This SOP outlines the planning that goes into organizing a weekend school

Step 1: Overview

Information Needed	How It's Determined
1. Head count	Google Form back end + confirmation calls to participants
2. Food menu	Based on final head count (participants + speakers + admin staff)
3. Books or printouts needed	Total participant count + 10 extra for walk-ins
4. Equipment needed	White board / projector / props

Step 2: Thursday — Confirm Head Count

- Pull the total head count from the back end of the Google Form that participants filled out.
- Call each participant to confirm they will be attending.
- By Thursday afternoon, finalize the total number of attendees.

Note: For food planning, add the names/number of speakers and admin staff to the final participant head count.

Step 3: Thursday — Order Books / Prints / Food / Pantry Supply / Water Supply

Books Needed

- Take the total confirmed participant count and add 10 extra copies for walk-ins.

Equipment Needed

- Reach out to the speakers directly to ask what equipment they need (e.g. pens, notepads, projector, etc.).

Food Order

- Place the food order with Sharon Foods, or any other food vendor approved by accounts.
- In the same email, list any extra material needed from the vendor — e.g. clean plates, serving spoons, tissues, disposable cutlery, or washable plates.
- Let the vendor know that the final veg/non-veg head count split will be sent on Friday.
- Send the food order email to the food vendor, and CC Ranjith, Aarthi aunty, and the accounting team.

Pantry Check

- Check that there is enough milk, coffee powder, tea powder, and sugar for in-house beverages.
- Make sure enough biscuits and cookies are set aside for snack breaks.
- Check that there is enough water.

Send Printing Order

- Once the final headcount is confirmed, email Naveen (printing) — fineprints82@gmail.com — with the printing instructions below and the quantities required.



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- One copy should be an original printout; all remaining copies should be photocopies (Xerox).
- The first page should be printed single-sided.
- From the second page onwards, printing should be double-sided (back-to-back).
- Each set should be side-stapled.
- All printing should be in black and white.
- Include the quantity required for each item.
- **Coordinate delivery.** Get on a call with Naveen at Fine Prints; he will coordinate with Ranjith (Events Coordinator) to bring the printed materials to the office.

Step 4: Friday

- Send the food vendor the final head count, split by veg and non-veg.
- Ask the cleaning staff to arrive at 4:30 PM on Friday.
- Cleaning staff to: clean the floors, set up chairs, put the books out, and arrange the kitchen pantry for the next day.
- The office manager gives the keys to the cleaning staff, to be passed on to whoever is handling admin for the weekend school (generally Aarti or Rachel).

Finalize Head Count with Speakers and Ps. Ashish

- Send an email to Ps. Ashish, Ranjith, Speakers, Aarthi, Monica, Ministry Leader.
- Include the event details: date, title of the weekend school, time, and address.
- Follow the agenda format.
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Note: By the end of Friday, the venue should be fully set up and ready for the weekend school by 9:15 AM on Saturday.