

Event Requirements

Every event entered into the Calendar must include the following mandatory information:

Required Information	Description
Event Name (aka Public Facing Event Name)	Title of the event, suitable for public viewing. See: Event Naming Guidelines.
Event Owner (aka Staff Lead)	Designated primary contact for the event, who will receive communications. Must have Calendar permissions.
Date	Scheduled date(s) for the event.
Start Time / End Time	Commencement and conclusion times, including repetition details if applicable.
Repeat	Instructions if the event recurs.
Location	In-person or virtual location description, visible on the event listing and kiosks.
Summary	Brief overview of the event for public engagement, useful for iCal feeds or kiosk displays.
Church Center Visibility	Options to publish, feature, or keep the event unpublished on Church Center. see Events Visible on ChurchCenter.
Tags	Required selection from each group: Department, Event Type, Location. Details in the tags section.
Rooms & Resources	Details on rooms and resources allocated for the event.
Notes	Internal information, must include a point of contact for the event. For lay events this means: name, phone and email.
Connections	If the event is connected to a Group, A Worship Service, A Registration, it must be linked. Read more about connections.

Optional Information	Description
Setup Time / Teardown	Time allocated before and after the event for preparation and cleanup.
Event Managers	Additional staff members designated to receive updates about the event.

For Events Visible on ChurchCenter

Events visible on ChurchCenter (referred to as "ChurchCenter events") must include the following additional information:

Requirement	Description
Registration URL	Link to an internal or external registration page for the event. This could be a link to the PCO Group Event or a Registration page.
Description	Detailed, rich-text overview of the event for public viewing on Church Center.
Image	A representative image for the event to be displayed on Church Center.

Revision #18

Created 2024-03-07 18:07:31 CET by Admin

Updated 2024-10-31 17:09:37 CET by Rev. Sean Neil-Barron