

Procedure: Event Administrative Activity Tracking

In order to track progress with the event approval and promotion process that is accessible to all admin staff, and able to be checked by other staff for status, we have created a Card Table in Base Camp to accompany all events. This will ensure that the admin team is aware of any events that are added, and can track all needed parts of the approval, setup and promo process. Specific activities can also be taken over by back up staff, if the primary staff responsible is out of office for any reason.

All staff have a responsibility to create a card for events they add to the calendar without a form. If you are using the Church-Wide promo form, the admin team will make the card for you.

Staff Direct to Calendar:

Step 1 (All Staff): Add event and all applicable details to the calendar.

Step 2 (All Staff): Create Event Specific Card from Template in Base Camp and link to Calendar Event.

Step 3: (Admin): Reviews Event Template Cards Daily

Public Rental, Regular Meeting, Church Wide Event:

Admin: Promo Form Received

Admin: Create Event Specific Card from Template in Base Camp

Admin: Update Assignments

Admin: Reviews Event Template Cards Daily

Admin: Move through Card Table Accordingly

Steps to Create an Event Specific Card:

[1\) Open the Event Approval & Promo Tracking Project in Base Camp](#)

2) Open the Card Table

3) Open the Event Template from the Triage Step.

4) Click on the ellipses in the upper right hand corner, and select Copy.

5) From the Copy this Card Pop Up, click on "Select a Project" To open the drop down menu.

6) Select the first option, "Event Approval & Promo Tracking Card Table", then select "Copy to this new location".

You have now created your event-specific card.

- 1) Title your event accordingly.
- 2) Link to the calendar event you created.
- 3) Link to a canva design or any additional information that you need to include.
- 4) Save Changes
- 5) Return to the card table, and move your event into the "Approval" Step of the card table.

Admin team will now take over and ensure your event, event support, and promotion moves through our process.

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