

# How To: Schedule a "Church Wide" Events (Facility Use and Promotion)

Church-wide events are significant occasions aimed at engaging the broader congregation beyond specific groups or team members. These events require careful planning, approval, and promotion to ensure they reach and resonate with the entire church community. Below is a step-by-step procedure for staff and group leaders to request facility use and promotion for church-wide events.

## Step 1: Obtain Event Approval

- **Verify Approval:** Ensure the event has been approved by the staff lead of your group. Approval can be direct from staff lead or as part of your group/team's annual Shared Ministry Covenanting process, indicating the event's inclusion in the year's plan.
- **Consult Church Calendar:** Foothills is a larger church with a busy campus. Before you seek event approval it might be wise to consult our calendar or call the office to find the right date for your event.
  - For Group Leaders, consult:  
<https://foothillsuu.churchcenter.com/calendar?view=month>
  - For Staff, consult <https://calendar.planningcenteronline.com/>

## Step 2: Submit Event Request

- **Access the Form:** Use the provided link ([FoothillsUU Church Center Calendar Form](#)) to access the event submission form. ([Admin Link](#))
- **Fill Out the Form:** Complete all sections of the form, providing detailed information about your event. The form will cover:
  - **Event Permission and Details:** Confirm staff lead approval, identify the hosting group/team, specify if the event recurs, detail A/V and hospitality needs.
  - **Promotion and Communication:** Offer a compelling pitch and a concise description for promotional purposes, and upload any existing promotional materials.
  - **Event Logistics:** Include the event coordinator(s)' contact information, specify if food will be served, and describe the space requirements for the event.

## Step 2A: Promotion and Communication

- **Compelling Pitch:** Craft a one-sentence pitch that highlights the value or experience attendees will gain from the event.

- **Event Description:** Provide a brief (25-50 words) yet engaging description of the event for use in promotional materials.
- **Promotional Materials:** Upload any pre-existing promotional images or materials. Note that materials may be adjusted to align with the church's brand standards.

## Step 2B: Event Logistics

- **Coordinator Information:** List the event coordinator(s) and their contact details, specifying roles if multiple people are involved (e.g., registration, setup, day-of activities).
- **Select a Event Template:** Consult our [list of Event Templates](#) and select which setup best fits your needs.
- **Food (including set up and clean up plan)**

## Step 2C: Review and Submission

- **Review Your Submission:** Before submitting, review all provided information for accuracy and completeness.
- **Submit the Form:** Once all details are verified, submit the form for processing. Your request will be reviewed by the events team or relevant administrators.

## Step 3: Confirmation and Follow-Up

- **Wait for Confirmation:** After submission, await confirmation and any follow-up communication from the church's staff. They may contact you with follow up questions.
- **Promotion:** Upon approval, the church's communication team will begin promoting the event to the congregation according to the event's prominence and the overall communication strategy.

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