



## Tewksbury Congregational Church

### Event Proposal Form

Updated 10/2012

Several committees, fellowship groups, and other groups at TCC sponsor events within the TCC community and to the outside community as well. An event, for the purposes of this procedure is any activity, regardless of size, that is available to the entire congregation. All events must follow these procedures. Church meetings as defined by our bylaws, scheduling of a room for the purpose of a meeting, or any other meeting that is not open to the entire congregation are not subject to this procedure. Every event must be sponsored by a board or committee.

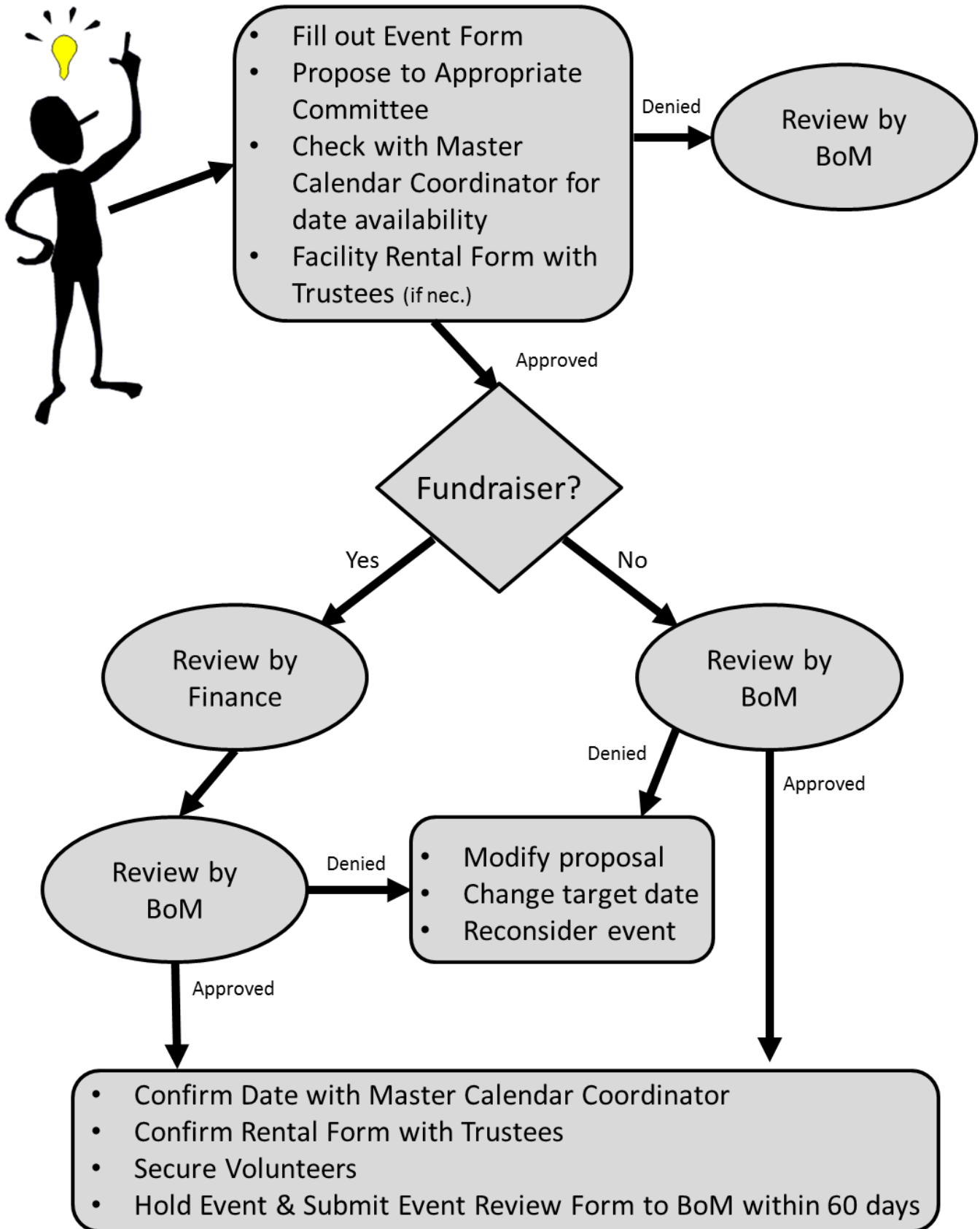
In order to provide an appropriate timing and tenor of Event activities at TCC, the following procedure should be adhered to.

1. Group or individual desiring to hold an event seeks initial approval from the responsible board or committee (i.e., youth group presents request to Religious Education).
2. After the Responsible Board/Committee reviews and agrees to the proposal they will forward the request to any staff member, board or committee with potential interest, to the Finance Committee if there is a fundraising component to the event, and then to the Board of Ministries (BOM) for review.
3. The BOM reviews the request and any relevant input from interested committees, and may request a meeting with interested parties, if clarification of the event is needed to determine if the event is warranted
4. The BOM makes a determination of the proposed event, based on its merits with regards to outreach potential, the image of the church in the community, the goals of TCC as a whole, whether it conflicts with other scheduled Events and other such qualitative measures.
5. The BOM will generate a notice to all boards and committees to ensure no conflicts and then gives a written response regarding the reasons for the decision. A written summary of the decision is encouraged for the interest of institutional memory.
6. If the Event is approved a copy of the Proposal Form will be given to the sponsoring board or committee for completion of the follow-up interview.
7. Once an Event has occurred, the sponsoring board or committee shall meet with the contact person or appropriate planners to ascertain the success of the Event and what, if any, improvements should be considered in the future.
8. Once the interview is conducted, the form is forwarded to the BOM for filing.

Note: Concurrent with this process, the contact person should contact the Master Calendar Coordinator ([tcc.master.calendar@gmail.com](mailto:tcc.master.calendar@gmail.com)) to ensure that the date and time is available, and the Trustees to fill out a facilities rental form (all TCC Forms can be found on the TCC Virtual Office:

<http://tewksburycc.org/virtualoffice/>).

# How to plan an event at TCC



Contact Person: \_\_\_\_\_

Sponsoring Committee: \_\_\_\_\_

Email address: \_\_\_\_\_ Event/Activity: \_\_\_\_\_

Phone/Cell #: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Please describe the proposed Event in the context of what program or initiative it will support and how it supports the mission and goals of Tewksbury Congregational Church.

Proposed Activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event Location: \_\_\_\_\_

Number of TCC volunteers required: \_\_\_\_\_

Number of outside volunteers required: \_\_\_\_\_

Type of requests made of TCC members to support this event: (ie food or monetary donations)

\_\_\_\_\_

Cost of the Event: \_\_\_\_\_

\_\_\_\_\_

Funding: \_\_\_\_\_

\_\_\_\_\_

Beneficiary of any revenue: \_\_\_\_\_

\_\_\_\_\_

Advertising: What media did you use to advertise the event?     Faith Notes     Flash     Newsletter

In-service Announcements     Facebook     Local Newspapers     Other: \_\_\_\_\_

\_\_\_\_\_

**Checklist:**

Church Calendar Available Y/N

Rental Form Completed and approved Y/N

All Effected Boards/Committees Notified Y/N

Which Boards/Committees?

Deacons

Trustees

Music

Finance

Missions

Membership & Enlistment

Religious Education

**Approvals/Recommendations:**

**Sponsoring Committee:** \_\_\_\_\_

**Chair Signature:** \_\_\_\_\_

Recommend     Do Not Recommend

**Date of Committee Vote:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Finance Committee:**

(Only required in the case of fundraising events)

**Chair Signature:** \_\_\_\_\_

Recommend     Do Not Recommend

**Date of Committee Vote:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Board of Ministries:**

**Chair Signature:** \_\_\_\_\_

Approve     Deny

**Date of Committee Vote:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_