



Checklist for Organising an Event at St John's Church, Boxmoor

Date of Event

Diary	Check in Parish Office diary/ies for availability (office@stjohnsboxmoor.org.uk) Ensure the event is added to the diary/ies
Location	Do you need to book church and/or hall(s): there are separate diaries for the church and the hall/s. For St John's hall bookings contact Graham Liddle (hallbookings@stjohnsboxmoor.org.uk) [For St Francis hall bookings Tel: 01442 214126] [For St Stephen's hall bookings Tel: 01442 257023]
External clash	If this is important for the event, check whether it clashes with anything else in the area which may affect attendance at your event/parking etc
Start/End time	If more than one day, note start/end times for each day. Do you need extra time for setting up and clearing up?

Organisation

Are you taking on the whole management of the event yourself or do you need to appoint an event manager (to coordinate all aspects) or a team? Who is in charge/who is the contact point?

Finances Appoint someone to be responsible for finances /budget

Publicity

Plenty of notice is needed to produce any publicity material

1. Parish Magazine, closedown date 1st Sunday of previous month
(magazine@stjohnsboxmoor.org.uk)
2. Newsletter - need to submit exact wording to go in it, not more than 4 lines of A5, to be submitted the previous Tuesday
(newsletter@stjohnsboxmoor.org.uk)
3. Entries on church websites/MASJ website if musical/St John's Facebook page/MASJ Facebook page if musical. Ideally posters etc for Facebook use need to be provided in jpeg or png format. Facebook entries can be shared with other local Facebook groups. Cross check with Communications Committee: Anne Lyne annelyne13@hotmail.com Tel 01442 260998; or Stacey Barton stacey_barton@hotmail.co.uk

4. Press releases – these potentially go to the Gazette, Boxmoor Direct, Diocesan e-news/other websites. Note closedown dates – may be much earlier than you realise (eg Boxmoor Direct is the middle of the previous month, the Gazette is the previous Friday afternoon for the Wednesday issue, Diocesan e-news is fortnightly.) Check with Communications Committee/Anne Lyne.

5. Posters/A5 or A6 flyers: are you designing your own or do you need this to be done for you? All church events must have the St John's logo on (but not external events.) Contact the Communications Committee or the Parish Office for advice. For big events A3 laminated posters may be displayed on the trees outside. This may be organised with the Parish Office. Decide who will put these up. If the poster has gone through different stages of development, make sure that those involved with publicity (Comms, Parish Office, etc) have the *final* version of the poster for printing.

The most important information on a poster is WHAT, WHERE, WHEN and HOW MUCH? This needs to be **clearly visible from a distance**.

6. Banners: if required contact Alan Munford/Comms

7. Big or special events: may be worth contacting BBC Three Counties Radio etc

8. Personal contacts/relevant local organisations: eg for musical events handbills go to local choirs/orchestras as appropriate, for flower festivals, local flower arranging groups and other churches.

9. For larger events: display posters in Libraries/Community centres, inc. town centre, local shops (Boxmoor, Chaulden and Warners End), Sainsbury's, Tesco's, plus any other.

Risk Assessment. For each event organised in the church or hall, there should be a risk assessment completed by those organising the event. There is a file in the Parish Office on the shelves by the Vicar's desk, containing risk assessment forms and an advice sheet on filling them in, both provided by the diocese.

Safeguarding. Are young people or vulnerable adults involved? If an event is held by the church, where young people or vulnerable adults are present, one of the adults present should be DBS checked. Marian Davies is the Parish Safeguarding Officer and has a list of those who have been checked, which includes all members of last year's PCC, all members of those working with children and all those on the bereavement team. See also photos, below.

Photographs. Do you wish someone to take photographs of the event?

NB. Will you need permission to take/publish photos? Potential safeguarding issues to be considered.

Opening of the event. Does the event need an official opening, eg VIP? Clergy?

Programme? Who to design/print? Should it be attractive as well as functional eg in theme with the posters? Does it need a clergy introduction?

The Event itself: Help required?

Make sure a *keyholder* is available to unlock the church/hall and lock up at the end.

To set up: Is a workforce needed for furniture/pew moving/staging. Do you need trestles/tables etc?

To run event: Church steward/s will be needed

To clear up: (As for set up)

Sign-up sheets. If these are to be used for church events, include the name/number of a contact point, and don't forget to display at the daughter churches St Francis and St Stephens. Do you need transport sign-ups to bring to your event those who otherwise might not be able to come?

Refreshments required? Designate a catering organiser.

Are you serving alcohol? Check that the alcohol licence is still in force (Alan Darvill holds it)

Box office? Tickets needed? Acquire tickets and organise manning the desk. Make available a float of small change if necessary (depending on ticket price)

Technical aspects/Special requirements

Do you need power/lighting/PA system/CD player/projector etc?

Car parking. Cones needed?

Is this a large enough event to merit asking Boxmoor Trust to allow parking on the grass?

Are there rival events which may reduce the parking availability for your event?

Thank yous. Consider who you need to thank

Report after the event for parish magazine? See under publicity for close-down dates.

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