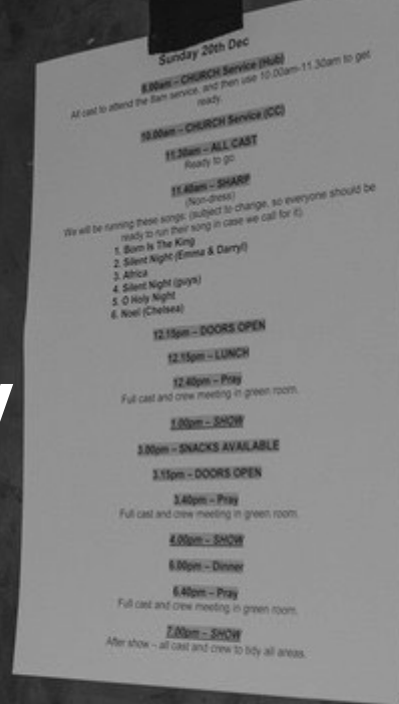




**LEADERSHIP
NETWORK**

Events Summary



This is a snapshot from our 'Events Summary' resource.

In every service at Hillsong, an events team oversees and carries out all of the operations of the service. Due to the details of this task, we have made a comprehensive list of all of the components of an event.

SAMPLE EVENTS SUMMARY

EVENT NAME

Day, Date

Location

PROGRAM:

Set Up: from what time?

Prayer Meeting: time and location?

External Doors: time opened? (locked down at certain time to restrict access to only essential teams?)

Doors Open: what time? who makes the call?

Supper: where and what time?

Service Start: what time?

DOORS: Internal Doors Open: (time) External Doors: (time)

VENUE MODE:

Venue Mode: e.g. use balcony / stage set forward etc

Auditorium access from (time)

Rows on Floor: # to start with - set in a (formation)

Blacked off Sections: xxx

- Note any seats or sections you would want to cover
- How many seats to start with on floor and option of adding more
- How to 'fill' the building (e.g. which sections hosts to fill first)

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OPERATIONS

From Accounts to Welcome Lounge, many areas are potentially involved in a church event. The events summary requires responses to multiple areas to ensure that nothing is left unconsidered and remembered at the last minute.

For example:

ACCOUNTS

Offering envelopes

Locate an offering room and arrange an offering count room and venue control / security

CYC IMAGE

Image that goes on screen for when we open doors, during MC spot, preaching image, salvation CYC and end of service

FOYERS

External doors open from: (time) to (time)

Resource Centre (Name: contact details): (time)-(time) + (time)post service

Welcome Lounge (Name: contact details): (time)-(time) + (time)post service

Next Steps Desk (Name: contact details): (time)-(time) + (time)post service

CityCare (Name: contact details): (time)-(time) + (time)post service

PRODUCTION

Do they have pulpits/preaching tables/stools? Have they arranged microphones/speakers etc? Headset or handheld microphones? Do they have a stage managing team? Water/mints/resource? Lighting requests?

Similar Resources available on Online Portal

Our full '*Events Summary*' resource and much more content is available today on the Hillsong Leadership Network Online Portal.

Find hundreds of other church-building resources from Hillsong Church on the Online Portal, designed to help you and your leadership team in all facets of church leadership and ministry. Similar resources available now on the Online Portal include:

- 101 Top Tips for Event Coordinators
- Weekend Service Notes- sample of debrief notes from an event
- Communion Service Manual - manual to run a communion service
- Global Events - position profile for Global Project Manager on team