



Events Summary

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. Here you will find a useful guide to remembering all of the elements of a service.

EVENT NAME

Tuesday, 11 February 2014

Location

PROGRAM	Set Up: from what time? Prayer Meeting: time and location? External Doors: time opened? (locked down at a 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: 6.30pm External Doors: 6pm	
VENUE MODE	Venue Mode: eg. Use balcony / stage set forward etc Auditorium access from 4pm Rows on Floor: 4 to start with – set in a “smile” Blacked off Sections: xxx <ul style="list-style-type: none">• Note any seats or section you would want to cover• Think about how many seats you want to start with on the floor and the option of adding more• Think about how you want to “fill” the building (eg which sections should the hosts send people to first, second etc)	Events/venue

OPERATIONS

ACCOUNTS	Offering envelopes Locate an offering room and arrange an offering count team + venue control/security	
AUDITORIUM / VENUE	Mode: eg. stage forward + lecture walls open Locked Down: internal doors from 3pm, events to contact Venue and make signs for door Blacked off Sections: Remainder of Section 9 & 15, 31 & 19 Teams with auditorium access before doors open: Events, production, TV, Translations, Creative and Hosts	
BUSES	Think about public transport options / do you need people at close train stations or street intersections with signage/volunteer shirts to direct people	
CAR PARK / PARKING	Do you need to arrange a carparking team? Parking Team Call Time: 6pm Do you need to ensure they have access to umbrellas? Do they have fluoro vests / wands / carpark signage	
CATERING / HOSPITALITY	Eg: Set Up: 4:30pm Food Served from 6.00pm – 6.30pm Catered for 1,000 women Menu: mocktails, tea and coffee, fruit, slice	
COFFEE CARTS	2x Coffee Carts to be open Team set up from 4.30pm Operating Times: 6.00-6.50pm	

COMMUNICATION	Does an email need to be sent? Is there a social media campaign? Do you need an ad to run in church news? Do you need to get a seatdrop / flyer designed and printed?	
CONNECT GROUP	Will you encourage connect groups to come to your event instead of individual connect nights? Do you communicate through CG leaders?	
CONNECTION ZONE (BBQ)	Pre-Service Only Location: Under Porte-Cochere Times: 6.00-6.45pm Call Time for team: 4.30pm Menu: Portuguese chicken with pita bread and salad Gourmet sausage on a roll with chutney, onions & cheese Sushi boxes Cupcakes	
CONFERENCE DESK	Do you need to organize a conference desk to accept registration for any upcoming conferences / answer questions about this?	
CREATIVE	Is there an item or any special creative elements? Who are the worship leaders and planned song list (for announcement card)? Is there a special playlist for foyers? Is there a band or ipod/cd played in foyers?	
CREATIVE DESIGN	Stage: Foyers: Lighting:	
CYC IMAGE	Image that goes on screens for when we open doors, during MC spot, preaching image, salvation CYC and end of service	
DONATIONS	Are you collecting anything for a mission project (eg. Stuff the bus for Christmas, sisterhood 500 project tins)	
EXTENSION SERVICES	If relevant – are they combining with the main campus or staying in their local extension service	
FIRST AID	Can this be managed by volunteer teams or do you need paramedics on site (eg. large conferences, street festivals or large kids events we would bring in external paramedics)? Do your first aid team need special seats in the service so you know where they are seated? Do you have their contact details?	
FOYERS	External doors open from 6pm – 7pm Resource Centre (Name: contact details) – 6pm-7.00pm + 30min Post Service Conference Stand (Name: contact details) – 6pm-7.00pm + 30min Post Service Welcome Lounge (Name: contact details) – 6pm-7.00pm + 30min Post Service Next Steps Desk (Name: contact details) – 6pm-7.00pm + 30min Post Service City Care/Stuff The Bus (Name: contact details) – 6pm-7.00pm + 30min Post Service	

FOYER ANNOUNCEMENT	Do you need to make these to encourage delegates into the auditorium? Can you use pre-roll music?	
GIFT MOMENT	Are you distributing any gifts / handouts? During the service? At the end? What planning do you need to do (eg delivery / storage / map plan on handing out / teams / timing in the service)	
GIVEAWAYS	Giveaways: do you need to arrange any for stage? Awards / Honour moments: When in the service will this happen?	
PASTORS / GUEST LOUNGE	Do you have a room for guests or senior pastors to use? Who will decorate it? Host and cater it? Do you need venue control team to restrict access? Passes?	
HEADCOUNT	Adults in Auditorium: Kids in Kids Program: Kids Leaders: Adults in Parents Rooms: Other (tv, production, hosts on side of room, people in foyer etc) GRANT TOTAL: ** do you need to compare these stats to anything (eg last year, last week, monthly average) Other stats to consider recording... Offering: Decisions: Prayer Meeting: New People: Visitors:	
HOSTS	Host Team Leader: Call Time: Seat Drop:	
INFO DESK	Open hours: Oversight: Anything in particular you need to tell them? Do they need a manual or "cheat sheets" with FAQ	
INTERPRETATIONS (PREVIOUSLY TRANSLATIONS)	Seating: Section 12 Do you need to arrange a room for translation? Headsets? Where will they collect headsets from? Signage needed? Eg. Chinese (Mandarin) – Seat numbers TBC Oversight: Spanish – seat numbers TBC Oversight: Japanese Translation – Seat numbers TBC Oversight:	
MAINTENANCE	Who will oversee the cleaning of the venue / empty bins / check toilets? Who will control the air conditioner temperature?	

MEET & GREET	Do you need to roster Pastors/team on Doors? Call Time: Meeting Point: Team Names:	
NEW CHRISTIANS	New Christians oversight: Are you giving out a bible? DVD? Do you need a card to collect details? Does the new Christians team know how to approach people in service? Do you need bible pick up points in the foyer? Do you need signage?	
NEW PEOPLE	Do you have a new people team in foyers? Do you have a welcome lounge? Do you have information to give people about church?	
OFFERING	*Who are Cheques made payable to? * Do you need to arrange tithe giving cards & offering/other offering envelopes? Do you accept credit card giving? Online giving? Do you have offering containers? A count room? * Do you need an Offering DVD to play	
PACK DOWN	All teams to pack down their own areas or is there an allocated bump out team leader?	
PHOTOGRAPHER	Do you need a photography team? Are there certain moments that they need to capture? How do they upload the photos and who do they send them to?	
PRAYER MEETING	Will you have a team / volunteer prayer meeting? Location: Time:	
PRAYER REQUESTS	Will you have prayer requests cards? How will you collect these? Does it keep peoples details private? Who will collect / summarise these and bring them to stage? Is there a team to follow up urgent requests?	
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?	
PROGRAM / RUNSHEET	Insert general / runsheet / program info	
ROOM BOOKINGS / ALLOCATION	Do you have rooms allocated for: All kids program rooms Count room Guest/pastor lounge Host store room Events room etc	
RESERVED SEATING	Do you need seats for: Key Pastors & Leaders (ensure ease of access to stage for preacher/MC AND access to guest lounge) Mums with babies / mums with prams / family seats? Translations New Christians Team Buses	

SEAT DROP	What is the seat drop? Every seat / every second seat? Anything handed out on doors?	
TRANSPORT	Do you need to arrange buses? Transport oversight? Signage and teams at both ends? Correct info on the website?	
TV / MEDIA	Do they need to arrange screens / plasmas? Cameras? Are you recording it? Will you make it available to sell (will it be edited appropriately)? Any DVDs?	
VENUE / HOSTS	Venue Oversight: Team Leader: Internal Doors Open: 6pm Do you need venue security team sitting near preacher/guests? At certain doors? Present in foyers?	
WEATHER	Temperature: Min 19; Max 24 Cloudy. Isolated showers until late afternoon. Winds south to southeasterly 15-25 km/h	
WELCOME LOUNGE	Will you have a welcome lounge? Will it provide free tea/coffee? Biscuits/cookies? Team oversight:	