

ROLCC Event Coordination Check List

Sep. 9, 2005 V1.01

This is a check list for coordinating or planning any event at ROLCC, be the event large or small, unique or routine. Please go through this check list to make sure you have every area covered. You may or may not need to use all (or any) of the supplementary forms, but all forms can be downloaded from church web site at www.rolcc.net.

*Please note that the contact person provided below are to help you plan and coordinate, but do still do the coordination yourself.

1. Event Content – **Form F1**

- Contact James Wang: 408-260-0257 x126 / rolccjames@yahoo.com
 - a. Event name
 - b. Ministry purpose
 - c. Person / Group / manager in charge: cell/work/home numbers & emails
 - d. Main contact in the office
 - e. Speaker: Speaker fee & hospitality (rides, meals, lodging, etc.)

2. Facility Reservation – **Form F1**

- Contact James Wang: 408-260-0257 x126 / rolccjames@yahoo.com
 - a. Location
 - b. Time, dates & duration (including rehearsal time and dates if apply)
 - c. Set up team
 - d. Clean up team

3. Audio – **Form F2**

- Contact Flora Yim: 408-260-0257 x128 / wai168us@yahoo.com
 - a. Band: members and instruments
 - b. Vocal team
 - c. Choir: require choral riser & special microphone set up
 - d. Audio team: time and dates (both the actual event and rehearsal)
 - e. Practice or rehearsal: facility reservation
 - f. Recording

4. Visual – **Form F2**

- Contact Flora Yim: 408-260-0257 x128 / wai168us@yahoo.com
 - a. Song lyrics (PowerPoint): who makes it and how to upload it to chapel PC
 - b. Other information displays (also on PowerPoint)
 - c. Any other medium? Such as video or DVD.
 - d. Testing of the presentation: prior to the event
 - e. Visual team (to operate the visual presentation in the event)

5. Video – **Form F2**

- Contact Flora Yim: 408-260-0257 x128 / wai168us@yahoo.com
 - a. Video camera team
 - b. Video taping / recoding

6. Equipment – **Form F3** (A list of church equipment available for usage is listed)

- Contact Flora Yim: 408-260-0257 x128 / wai168us@yahoo.com
 - a. Audio related: check out and check in
 - b. Others (tables, chairs, overhead projectors, dollies, coolers, utensils, etc.)

7. Announcement & Promotion – **Form F4**

- Church office tries its best to accommodate your request. But the church office reserves the right to change your request according to church's schedule and resource availability.
- All announcement and promotion are subject to the approval by the pastoral team.
- Contact the support staff from your ministry area:
 - * Cynthia Kuan x101 for pastoral zones
 - * Flora Yim x128 for centers
 - * Regina Chu x105 for other general events
- a. Sunday Bulletin: Announcement, Ad, Return slip, etc.
- b. Sunday On-stage: announcement by the chairperson; announcement by your team; or with other media (PowerPoint, VCD video, DVD video, live drama, etc.)
- c. Web site
- d. Email: broadcast to rolcc@yahoogleroups.com (currently 900 members)
- e. Poster
- f. Handouts: distribute in the lobby, bulletin inserts

8. Usher

- Contact Flora Yim: 408-260-0257 x128 / wai168us@yahoo.com
 - a. Usher team
 - b. Collect offering (need to check with Finance Dept. before the event)

9. Children program

- Contact Kay Huang: 408-260-0257 x118 / kayshih1@yahoo.com
 - a. Age groups
 - b. Children programs
 - c. Nursery
 - d. Rooms
 - e. Crafts

10. Youth Program

- Contact Angela Chang: 408-260-0257 x102 / his_angela@yahoo.com
 - a. Need it if expecting a large number of parents with youth to attend the event

11. Ticket sales

- Contact the support staff from your ministry area:
 - * Cynthia Kuan x101 for pastoral zones
 - * Flora Yim x128 for centers
 - * Regina Chu x105 for other general events
- b. Booth table: in the lobby on Sunday (Notify Regina Chu: 408-260-0257 x105 / rolccregina@yahoo.com)
- c. Booth signs
- d. Dates, time & duration
- e. Your "sales team": the team that man the booth
- f. Cash drawer: prepare for give change if need to

12. Registration / booth

- Contact the support staff from your ministry area:
 - * Cynthia Kuan x101 for pastoral zones
 - * Flora Yim x128 for centers
 - * Regina Chu x105 for other general events
- a. Booth table: in the lobby on Sunday (Notify Regina Chu: 408-260-0257 x105 / rolccregina@yahoo.com)
- b. Booth signs
- c. Dates, time & duration
- d. Registration form: individual form or return slip in Sunday bulletin
- e. Registration fee (if so, you'll need a cash drawer at the booth)
- f. People to sort through the returned registration form
- g. Name tag (if apply)
- h. On-Site Registration: some event requires registration on-site (for name tag, meal tickets, etc.)

13. Product sales

- Contact Pauline Tu: 408-260-0257 x124 / paulinetu@yahoo.com
- a. Booth
- b. Location, time & duration
- c. Your "Sales Team"
- d. Cash drawer

14. Meals

- a. Locations: only in Fellowship Hall, Paul Room and Dinette
- b. Order: meal boxes or dish trays
- c. Set up team
- d. Tea and/or coffee
- e. Supplies: must supply your own (napkins, cups, plates, forks, spoons, etc.)
- f. Clean up
- g. Garbage: extra pick needed if expecting large crowd having meals (especially when ordering meal boxes)

15. Photos Team (for yourself and church archive)

- Contact Paul Hsu: 408-260-0257 x112 / paul@beautifuldesign.com

16. IT support

- Contact Tony Chang: 408-260-0257 x111 / tonychang777@yahoo.com
 - a. LCD Projector
 - b. PC and/or phone
 - c. Wireless connection

17. Security

- Contact Tony Chang: 408-260-0257 x111 / tonychang777@yahoo.com
Or James Wang: 408-260-0257 x126 / rolccjames@yahoo.com
 - a. Security guard service: need it if expecting many cars and at night

18. Janitorial

- Contact Tony Chang: 408-260-0257 x111 / tonychang777@yahoo.com
Or James Wang: 408-260-0257 x126 / rolccjames@yahoo.com
 - a. Janitorial service: need it if the event last longer than half a day during weekdays or Saturday

19. Drinking water

- Contact Tony Chang: 408-260-0257 x111 / tonychang777@yahoo.com
 - a. Need to pre-order more water bottles if expecting large crowd

20. General Affair

- Contact Tony Chang: 408-260-0257 x111 / tonychang777@yahoo.com
Or James Wang: 408-260-0257 x126 / rolccjames@yahoo.com
 - a. Facility access (keys, security code, etc.)
 - b. Chairs & tables
 - c. Other supplies
 - d. Traffic / parking
 - e. Signs: directional signs, room signs, traffic signs, banners, etc.
 - f. Parking lot lighting at night: need to turn everything on if expecting over ½ full of cars
 - g. Garbage: need extra pick up if expecting high volume of trash (especially when having meals)

21. Program Flow – The actual flow of program during the event, for yourself and the coworker team. Strongly recommended for large events.

22. Financial Matters

- Contact Savina Kao: 408-260-0257 x103 / savinakao1@yahoo.com
or Chunchun Feng: 408-260-0257 x106 / chunchunfeng@hotmail.com
 - a. Check reimbursement: inform your coworker of the proper process
 - b. Budget code and amount

23. Decoration (please check with church office first if the decoration involves stapling or taping on any surface of the facility)
- a. Team
 - b. Design
 - c. Supplies
 - d. Clean up: after the event

24. Other less frequent administrative check list

- a. Handbook
- b. Name tag
- c. Pre-event letters or notification
- d. Post-event letters or notification

** For most cases, you need to budget for the expenses involved. Please remember to include all cost into your planning of an event.