	Standard Operating Procedure		
Document Title:	Event Policy		
Document Number:	LPO-006	REV:	02
Effective Date:	7/19/2023		
Originator:	John Evans		

PURPOSE:

The purpose of this policy is to establish and maintain a standard for all communications, logistics and content associated with churchwide or ministry specific events. This policy will outline the timeline and required tasks for each event type.

Events held at Lifepoint Church are reserved for members of Lifepoint Church. Any requests outside of that criteria must be approved by Executive Leadership.

All churchwide must be reviewed with Executive Leadership prior to beginning this process.

DEFINITIONS:

Event Milestones – Key events within the process that are necessary to execute a successful event.
Event Organizer – Point person who is responsible for all aspects of the event.
Stakeholders – Key role players who have influence over a ministry area.
Support Staff – Support role players that contribute to executing task(s) associated with ministry areas.

POLICY/PROCEDURE:

Events Detailed

I.   Major Plus Events include the following:
    a. Big Night Out
    b. Connect Night
    c. Easter
    d. REACH

II. Major Events include the following:

a. Annual Review
b. Christmas
c. Family Nights
d. Serve Events (Serve Days/Serve Nights)

III. Minor Events include all other ministry events, including but not limited to the following:
a. Empty Seat/Pulse
b. Father's Day
c. Follow/Baptism(s)
d. Mother's Day
e. Orphan Sunday
f. Summer Pool Party
g. Worship Night(s)

NOTE: Ministry specific events MUST, at minimum, use the Minor Event Timeline.
NOTE: Organizational events must be submitted by the Executive Pastor, Lead Pastor, or designee.

IV. When possible, a list of events for the following year must be generated by the end of October of the current year. (E.g., 2023 events list must be generated by October 31, 2022)

V. When possible, this process should be initiated as early as possible to ensure adequate planning and thoroughness.

Events Process

Approval Process

NOTE: All events MUST fill out the Event Form, regardless of size or scope.

	Standard Operating Procedure
Document Title:	Event Policy
Document Number: LPO-006	**REV:** 02
Effective Date:	7/19/2023
Originator:	John Evans

I.   The Event Organizer will visit http://lp.church/forms and fill out the Event Form.

II. Upon receipt of the Event Form, the request will be reviewed for approval by Stakeholder(s) and/or Support Staff.
   a. Stakeholder(s) and/or Support Staff will receive an email notification of the need for approval.
   b. Stakeholder(s) and/or Support Staff will be responsible to confirm dates and resources needed to fulfill the request(s).
   c. Upon decision, Stakeholder(s) and/or Support Staff will update the request by clicking the "Open Request" button in the email.
      i. Approve – the Stakeholder(s) and/or Support Staff will change the status from "submitted" to "approved."
      ii. Decline – Prior to declining the request, the Stakeholder(s) and/or Support Staff will reach out to the Event Organizer to discuss alternative options.
         1. If there is no possible solution, the Stakeholder(s) and/or Support Staff will change the status from "submitted" to "declined."
      iii. An email will be generated to the Event Organizer informing them of the approval status of the event.

NOTE: If the Event Organizer receives a "declined" status email, they are responsible to explore other options for the event.

Planning and Execution

	Standard Operating Procedure

Document Title:	Event Policy		
Document Number:	LPO-006	REV:	02
Effective Date:	7/19/2023		
Originator:	John Evans		

I. If the form is approved, both the Event Organizer and Stakeholder(s) and/or Support Staff will receive an email containing all event milestones and corresponding dates.

II. Three weeks prior to the event milestone(s) due date(s), reminder emails will be sent to the Event Organizer.

    a. This will occur once per week, until the event milestone(s) has been marked completed.

III. When the event milestone(s) is completed, the Event Organizer will open the request(s) by clicking the "Open Request" button in the email and clicking the corresponding check box, indicating that the milestone(s) is complete.

IV. If the event milestone(s) due date(s) is continuously missed, a notification email will be sent to Executive Leadership.

V. After the "Detail Meeting" is completed, an email will be sent to the Event Organizer asking if any changes are needed to the event details.

    a. Yes – An email is sent to the appropriate Stakeholder(s) and/or Support Staff for approval.

        i. If the change yields conflict, Executive Leadership will be contacted for discussion.

        ii. No – No additional action is required.

Event Timeline(s)

I. All events should follow the applicable timeline below:

Major Plus Event Timeline	Planning Meeting	Detail Meeting	Graphics Start-Up	First In-Progress Check	Graphics Complete	Communications Begin	Last Order Date	Last In-Progress Check	Schedule Setup and Execution	Recap/ Review/ Debrief
16 Weeks	x									
15 Weeks	x									
14 Weeks		x								
13 Weeks		x								

12 Weeks		x								
11 Weeks			x							
10 Weeks				x						
9 Weeks					x					
8 Weeks						x				
7 Weeks										
6 Weeks										
5 Weeks										
4 Weeks							x			
3 Weeks								x		
2 Weeks									x	
1 Week										
Post										x

Major Event Timeline	Planning Meeting	Detail Meeting	Graphics Start-Up	In-Progress Check	Graphics Complete	Communications Begin	Last Order Date	In-Progress Check	Schedule Setup and Execution	Recap/Review/Debrief
12 Weeks	x									
11 Weeks										
10 Weeks		x								
9 Weeks			x							
8 Weeks				x						
7 Weeks					x					
6 Weeks						x				
5 Weeks										
4 Weeks							x			
3 Weeks								x		
2 Weeks									x	
1 Week										
Post										x

Minor Event Timeline	Planning Meeting	Detail Meeting	Graphics Start-Up	First In-Progress Check	Graphics Complete	Communications Begin	Last Order Date	In-Progress Check	Schedule Setup and Execution	Recap/Review/Debrief
8 Weeks	x									
7 Weeks										
6 Weeks		x	x							
5 Weeks				x	x					
4 Weeks						x	x			
3 Weeks								x		
2 Weeks									x	
1 Week										

	Standard Operating Procedure

Document Title:	Event Policy		
Document Number:	LPO-006	REV:	02
Effective Date:	7/19/2023		
Originator:	John Evans		

Post										x

II. All timelines should be met, and any breach of a timeline should be communicated immediately and a plan to effectively move forward given.

Event Timeline(s) Detailed

III. All Events will utilize the following timeline:

    a. Planning Meeting [Ideation]

        i. Initial meeting to brainstorm, discuss vision, formulate ideas, etc.

        ii. This meeting should include the visionary of the project and all stakeholders.

        iii. Form 006FA – Planning Meeting Template is available as a supplement to this step.

    b. Detail Meeting [Creation/Direction]

        i. Follow-up meeting to go in-depth and discuss details required to execute the vision.

        ii. Action steps should be detailed, assigned and documented in Microsoft Teams.

        iii. All stakeholders and support staff should be involved in this meeting.

        iv. Form 006FB – Detail Meeting Template is available as a supplement to this step.

    c. Graphics Start-Up

        i. Initial draft of graphics begins and is submitted for feedback.

        ii. This should include main, supporting and supplemental graphics.

    d. First In-Progress Check

        i. In-Person gathering to check progress on action steps.

        ii. All stakeholders and support staff should be involved in this meeting.

    e. Graphics Complete

        i. Approved graphics completed and routed for processing.

	Standard Operating Procedure

Document Title:	Event Policy		
Document Number:	LPO-006	REV:	02
Effective Date:	7/19/2023		
Originator:	John Evans		

f. Communication(s) Begin

   i. Multiple formats should be utilized in communicating the event including, but not limited to, the following:
      1. Pictures
      2. Videos
      3. Graphics

g. Last Order Date

   i. All materials, food, marketing materials, signage, equipment, etc. should be ordered by this date.

h. Last In-Progress Check

   i. Informal, video/electronic communication to check progress on action steps.
   ii. All stakeholders and support staff should be involved in this meeting.
   iii. This meeting should require between thirty minutes and one hour.

i. Schedule of Setup and Execution

   i. Roadmap of the day to include all activities/steps, including the setup and tear down and who will execute these actions.

j. Recap/Review/Debrief

   i. Post-Event meeting to discuss wins and what could have been better.
   ii. All stakeholders and support staff should be involved in this meeting.
   iii. This meeting should occur within two weeks of the completion of the event.