

Event Planning Guide



 **BEFORE YOU BEGIN**



 **EVENT TIMELINE**



 **FOOD SERVICE PROCEDURE**



 **HOSPITALITY TRAINING**



 **CONTACT**

BEFORE YOU BEGIN

Here are some key questions to answer before you begin planning your program.

1 What is the aim of the event? Why are you running this event? _____

2 What are the goals of the event? They should be SMART: Specific, Measurable, Attainable, Relevant, Time-Based

3 Who is your target market? _____

4 How will the event be structured? Consider creative details such as location, duration, group sizes, fellowship opportunities and a balance of activities.

5 How will you encourage participation and engagement? _____

6 What is your budget and how much do you want people to pay for tickets? Consider fundraising if you would like to keep prices low; or offer sponsorships for people facing financial strain.

7 What are the safety issues? Liaise with the Operations Manager to complete necessary risk assessments and ensure that volunteers have completed appropriate training including safe ministry, working with children clearance and site inductions.

*Links to Narrabeen Baptist Church's *Safe Ministry Policy and Procedures, WHS Policies and Reports Forms* can be found here: <https://www.narrabeenbaptist.org.au/church-resources>

Well thought-out events take about six months to prepare. Use this guide as a basic checklist for things to consider while planning your event. You may need to expedite the process, if this is the case, ask the NBC Operations Manager for some extra guidance.



6 MONTHS PRIOR

Assemble a committee to organise the event and decide on key details

- Plan the program
- Decide on budget and ticket pricing
- Establish types of volunteer teams
- Organise catering, service and clean-up for meals
- Complete WHS risk assessments & first aid preparations
- Nominate a worship team leader

Choose a venue with consideration of the following

- Budget
- Availability
- Capacity
- Seasonal comfort (heating or cooling if necessary)
- Travel distance/availability of accommodation
- Audio-visual and bump-in/bump-out requirements
- Catering and dining facilities
- Suitability for children, prams and less mobile people

Book your speaker

- Ask for confirmation in writing, along with any agreed speaker fee.
- Brief the speaker on the topic as well as the goals of the event.
- Explain how this event fits in with the broader mission of NBC for the year.
- Give a clear estimate of the size and type of audience that is expected
- Decide on duration of speaking components (including things like Q&A sessions and discussion groups)



FOUR MONTHS PRIOR

Create Promotional Materials

- Digital registration form and ticketing system
- Graphics for website events page, social media and Church announcements
- Draft promotional emails and advertisements
- Ask the speaker for a promotional video
- Create a generic promotional video

Confirm bookings and prices for:

- Venue
- Catering
- Accommodation
- Orders for external advertising (social media, banners, flyers etc)



THREE MONTHS PRIOR

Begin advertising and collecting registrations

- Committee members to offer personal invites
- Advertise online and at church
- Create a Facebook event page
- Develop a FAQs one-pager for the website

Program Elements

- Co-ordinate bookstalls, entertainment and recreational activities
- Finalise a music setlist that suits the topic
- Iron out all details for the program & report back to the speaker

ONE MONTH AHEAD

People

- Check in with the speaker
- Create volunteer rosters
- Ask each committee member to report on their areas of responsibility
- Track ticket numbers

Presentation

- Produce graphics, session booklets and any AV requirements
- Plan flowers and decorations
- Create a Spotify playlist for background music

Practical

- Transport, site maps, signage etc.

TWO WEEKS AHEAD

Final touches

- Registrations close
- Print name tags and booklets
- Finalise catering and any dietary requirements
- Arrange transport and support for those in need
- Produce copies of the program for committee and volunteers
- Check in with the speaker regarding projector and slides, whiteboards, handouts or anything else

ON THE DAY

Key tasks

- Committee to be first on site for a meeting and program briefing
- Liaise with site manager for any WHS needs or Emergency Plans
- Issue name tags and booklets
- Collect outstanding fees
- Be as punctual as possible!

BEFORE LEAVING

Pack up

- Ensure the site is tidy, floors swept, dishes are washed, rubbish put in outside bins and all equipment returned to its place. For a full list of kitchen requirements at Narrabeen Baptist Church, refer to NBC's Food Service Procedure document.
- Remove all decorations and collect lost property
- Notify Property Manager of any damage to site or equipment
- Thank speaker and all volunteers

TWO WEEKS AFTER

Committee Meeting

- Reflect on program
- Evaluate planning process
- Share feedback

FOOD SERVICE PROCEDURE

Preparation

- 1** Turn power on at main switch (located on right wall as you enter through the sliding doors from the breezeway).
- 2** Turn on the coffee machine at the wall power socket as well as the switch on the machine (if applicable). This will take half an hour to heat up.
- 3** Put up tables. These are stored in the tall cupboard in the middle of the south wall. For the usual morning tea set up this consisted of two in Hall, one near kitchen, one on deck for children.
- 4** Collect trays of mugs, coffee/water glasses. These are found in a labelled cupboard in the kitchen.
- 5** Fill urn(s) with water and place on bench on side wall in hall, plug in and turn on.
- 6** Place mugs, tea bags, decaf coffee, sugar, teaspoons and bowl for waste alongside the urn.
- 7** Place water glasses and water jugs near tea area.
- 8** Prepare the ground coffee urn (if applicable):
 - fill water to required level
 - replace centre rod securely then bottom plate and basket
 - fill basket with ground coffee, cover with top plate
 - place lid on urn and switch power on at beginning of service.
- 9** Prepare food using gloves/tongs and cover, heat or refrigerate until served.
- 10** Place dishwasher trays on table along with a basin for slops.

11 Prepare dishwasher:

- replace plug, add washing powder
- close door, press on/off button
- dishwasher will fill and heat water ready for use.

Clean Up

- 1** Where possible wash everything in dishwasher (cycle takes three minutes then leave one minute to assist drying).
- 2** Replace crockery, dry food stuffs etc in appropriate cupboards.
- 3** Turn off urns, empty, wash and dry.
- 4** Turn dishwasher OFF:
 - remove plug
 - close door
 - press DRAIN button when complete open door
 - place tea towel over top of door to assist airing
- 5** Pack up tables and chairs.
- 6** Wipe down all benches.
- 7** Sweep/clean hall and kitchen floors.
- 8** Empty all bins to bins under fire escape stairs.
- 9** TAKE HOME ALL LEFTOVER FOOD.
- 10** Take home, wash and RETURN tea towels and tablecloths.

HOSPITALITY TRAINING

Resource and Equipment Guidelines

- Equipment, that comes into contact with food, should be clean, in good condition and regularly maintained.
- A fire extinguisher and fire blanket is located beside the outside door to the deck.
- First aid equipment, EpiPens and a defibrillator are located in the kitchen on the wall near the outside door.
- Always use oven gloves when handling hot kitchen utensils and other items.
- Do not turn power on/off or remove electrical plugs with wet hands.
- Do not use damaged or broken equipment. Disconnect and remove immediately and report anything broken or damaged to the church office.
- Detergent, dishwasher powder, washing-up liquid and cleaning agents are located in the stainless-steel hazardous materials cupboard under the sinks and should be closed when not in use.
- Food spills should be wiped up immediately with the appropriate cloth or paper towel
- When using a knife, always cut away from yourself
- Always use an appropriate cutting board, as detailed below. Wooden boards are for slicing bread or as serving platters.
- Extra cleaning products can be found next to the broom cupboard in the Hall. Extra dry foods (tea, sugar, soy milk) & paper cups can be found on the left of the trestle tables cupboard in the Hall. If supplies run low please report to the Church Office.



Personal Hygiene Guidelines

- Avoid touching the mouth, nose or ears when handling food
- Hands and fingernails should be kept clean
- Always wash hands before commencing work, after using the toilet, after handling raw or cooked food, after handling waste in the small sink near the door, NOT in the washing up sink!
- Tie back long hair
- Wear only plain jewellery
- All wounds and cuts on hands and arms are to be completely covered
- Staff should not working the kitchen or handling food if they are suffering from a cold, flu or have been vomiting or had diarrhoea in the previous 48 hours.

Hand-washing Procedures

- Hand-washing and hand care is crucial to maintaining a clean, safe environment in which to store, prepare and cook foods. Anyone handling food must thoroughly wash their hands with soap and water in the following instances: -
- Before commencing any food preparation in the kitchen.
- After handling raw meat, poultry, fish, eggs or unwashed vegetables.
- Immediately after visiting the toilet.
- After using or handling a handkerchief or wiping the nose with a tissue.
- After handling soiled dishes.
- After handling waste or rubbish

HOSPITALITY TRAINING CONT.

Kitchen Hygiene

- Surfaces and equipment used for food preparation can harbour harmful bacteria.
- If not appropriately cleaned and maintained, these surfaces can become the source of infection and contamination.
- All surfaces and equipment are to be kept in a clean and sanitary condition and in good repair
- All cooking, eating and drinking utensils are to be washed either in dishwasher or by the rinse, wash and hot rinse method, and then left to air dry.
- Chipped or cracked eating, cooking or storage utensils harbour bacteria and have the potential to contaminate food and should be discarded.
- Fats and oils should be heated in containers approved for that purpose only.
- Flammable materials should be kept separated from any source of heat.
- Sharp knives should be stored in such a way as to allow safe selection.
- Drawer and doors of cupboards should be closed except when access to their contents is required.
- Appliances are to be thoroughly washed and cleaned after use.
- Appliances must be clean and dry before being put away.
- Disposable gloves may be used to achieve the same objective where appropriate.
- In all cases, fresh clean utensils or fresh clean gloves should be used.
- Hot food must be kept hot and cold food kept cold until served.
- Food stuffs should be sealed and stored safely – Dry food in the cupboard above the stove – raw and cooked food sealed/covered and stored in the refrigerator or taken home if left over.
- **PLEASE DO NOT ASSUME THAT LEFTOVERS WILL BE USED BY OTHER GROUPS**
- Leftover food should be taken home or binned NOT put in the refrigerator in anticipation of being used later.
- **Please DO NOT leave open packets of biscuits etc. in the kitchen or hall cupboards. Please take them home.**
- If any food or drink is left in the refrigerator or freezer, please label with:
 - the use by date and/or
 - whether it is to be used by a following group and/or
 - whether it can be used for general consumption.
- **All cupboards are labelled with what is to be stored in them. Please read these labels and pack all dry goods and crockery in the appropriate place.**

Safe Food Handling

- Tongs or gloves are to be used when **handling** cooked foods or foods to be eaten raw, e.g. salads, sandwiches
- When **servicing** or preparing cooked foods or foods consumed raw, tongs (or other appropriate utensils) are to be used to remove direct contact between food and the food handler.
- The Function Cupboard now has a separate lock. The key is held at the Church Office. You will need to make a formal booking to use or hire the function crockery.

CONTACT

Please contact the Church Office if there are any faulty appliances, breakages, accidents, need for re-ordering of food supplies, cleaning equipment etc.

For accidents & reportable incidents:

Fill out an *NBC Incident Report Form* online and send to the Church Office:

office@narrabeenbaptist.org.au

The *NBC Incident Report Form* can be found here:

<https://www.narrabeenbaptist.org.au/church-resources>