

Creating an Event at RLC

Planning an event for Resurrection Lutheran Church? Great! We are here to help! Our Communications Director, Victoria LaBau will spearhead event coordination for RLC. She is your contact person, and she will distribute your event information to our staff to support the preparations. This planning guide was created to help you plan, ask and answer questions, to reduce stress, and to communicate your plans effectively for a successful event. Please complete the sections relevant to your event within this form, include any other important information and email it to vlabau@resurrection-mn.com. If you have any questions about completing this form, please contact us at 763-295-5511.

60 - 90
Days
from
Event

***Please note: ALL attendee registration communications will now be sent to registrations@resurrection-mn.com**

Choosing your Date: Please check the RLC website calendar to see if there are other events already scheduled for your date, then **Contact Victoria to verify your desired date is available! She will get it on the calendar if the date is open.**

- **Event reservations should be made 90 days prior (or more if it's off site) to the date**
- Online registration information and informational brochure information must be received 75 to 90 days prior to the event.

90
Days
from
Event

Type of Event: _____

- Scheduling – date(s), beginning and ending times of event
- What materials will be needed?
- What is the cost to have this event?
- Is this a budgeted event? Are there previous monies available for expenses incurred?
- What will you charge the attendees (if anything)?
- How many will attend?
- Is there an attendance limit?
- Do you require pre-registration?
 - Online Registration: (See Page 3 for minimum registration information)
 - RLC Online Template will be used for all online registrations
 - Will attendees have a fee to pay? If so, what is the amount?
 - A payment link will be set up on the website for the registration fee
 - Will scholarships be available for those who cannot afford the event fee? If so, who will make the decision about the dollars being used for the scholarship? Where will these funds originate? (An Event Scholarship Application will be available online for potential attendees to complete and return to RLC)
 - "Terms and Conditions" box is required to complete all registrations
 - Is a signed parent waiver required? If so, one will be attached to the online registration form for them to print, sign and return to RLC
 - What additional information is needed for the informational brochure and website that is unique to your event?
 - Printed Brochures & Posters:
 - Printed brochures will be informational only – all registrations will be done online
 - Include full event location including address (even the church) for all events
 - Poster Information
- Location: _____
 - On Site at RLC
 - Complete Building Use Form (RLC will inform the Bldg & Grounds personnel)

60 - 90
Days
from
Event

- Key deposit and building use fee if required
- Choose location within RLC, (Worship Center, Gathering Place, Ed Rooms, etc)
- Choose layout of room (# of tables, chairs, whiteboard, TV, projector, etc)
- Child Care Required? If so, cost of event must be raised \$5.00 per person for all registrants
- Off Site
 - Does the venue require a deposit?
 - What is the total cost of use of the venue?
 - Is it an event requiring advance tickets? (Concert, play, etc)
 - What is the purchasing deadline for tickets?
 - What is the cost of the tickets?
 - Will transportation be required?
 - Volunteer transportation
 - Rental vehicle
 - Hired transportation (bus, van or limo)
- Camp Registrations
 - Location (Reservation, attendance limit, etc)
 - Is the registration handled by RLC or the camp?
 - What are the options to collect the camper's fees?
- Event Registration Closure Date: _____
- Announcements are Advertisements!! – where do you want RLC to highlight your event?
 - Bulletin
 - Verbal announcement at Sunday Services
 - Marquee
 - Video – (allow adequate filming, editing and prep time for this)
 - Our Website....Our Facebook page
 - Beyond the walls of RLC – Newspaper (fee?), Coffee shops, other Congregations, Community bulletin boards

14 - 21
*Days
from
Event*

Deadline Recap

- 90 days – Reserve the Date
- 60 – 90 days – Brochure & Website Information Required
- 14 – 21 days – Announcement Information Required – turn in to Admin
- _____ days – To Be Determined by event – Registration Closure Date

RLC Contact Information:

- Communications Director – Victoria LaBau, vlabau@resurrection-mn.com
 - RLC Admin – Marney McCarty, rlc@resurrection-mn.com
 - Financial Admin/Registrar – Julie Dunn, jdunn@resurrection-mn.com
 - Youth & Family/Website Support – Matt Metz, mmetz@resurrection-mn.com
 - Building & Grounds – Julie Johnson & Myron Yatckoske, mandj@resurrection-mn.com, MYatckoske@unitedfamilymortgage.com

REMINDER – PLEASE USE “REPLY ALL” WHEN USING EMAIL COMMUNICATIONS!

Minimum registration information required for ALL attendees for future events:

Adult Events:

- Attendee First Name
- Last Name
- Full home address including house #, street, city, state and zip
- Best Phone number (Cell usually)
- Email address
- Permission box to check giving consent for photos etc
- Cost of event
- Instructions on how to pay online
- Box to download event scholarship application (if the event has a fee)
- Comments Box

Youth Events:

- Attendee First Name
- Last Name
- Birth date, Gender & Upcoming School Grade or Last Grade Completed (VBS)
- Parent/Guardian Full Name
- Full home address including house #, street, city, state and zip
- Best Phone number (Cell usually)
- Emergency Contact information (if different than parent)
- Email address
- Permission box to check giving consent for any images (photos, video, etc)
- Instructions on how to pay online
- Box to download event scholarship application (if the event has a fee)
- Consent & Permission language with box to check (cannot proceed without this)
- Emergency Information:
 - Clinic and Family Physician Name, location and phone number
 - Health Insurance Company
 - Health Insurance Policy #
 - List of ALL Health concerns including but not limited to allergies, dietary restrictions, physical limitations, preexisting conditions, current medications and any other relevant information needed in the event of an emergency
- Allergies and/or dietary restrictions
- Medical Concerns
- Comments Box



RLC Event Planning Form – Complete & Email to vlabau@resurrection-mn.com

Event title: _____

Ministry Hosting Event: _____

Event Coordinator(s): _____

Contact Phone # and Email: _____

Date(s) of Event: _____

Start & End Times: _____

Event Registration Closure Date: _____

Anticipated Number of Attendees: _____

Is Attendance Limited? No Yes # _____

Will this be for Ages under 18? No Yes

Drivers Needed? No Yes

- RLC Location(s) Desired for Event:
 - Worship Center
 - Gathering Place
 - Mark/Chapel
 - Education Wing Room(s) Specify _____

- Off Site Location for Event: _____
 - Deposit for Site _____
 - Total Cost of Venue _____

Estimated Cost to Host Event: _____

Fee to be Charged Attendees: _____

Materials to be ordered by office: _____

Food Required for Event (Provider?): _____

Volunteers Needed (Coordinator?): _____

Nursery needed: yes _____ no _____

Additional Information: _____

Thank you for using this planning tool for your event. Please forward this form and all other relevant information to our Communications Director vlabau@resurrection-mn.com at RLC at least 90 days prior to your event.