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| 1. **EVENT DETAILS**
 |
| **NAME OF EVENT** |
| **DAY(S) & DATE(S) OF EVENT** | **START TIME** | **END TIME** |
| **SETUP DATE & TIME** | **CLEAN UP DATE & TIME** |
| **ROOMS REQUESTED** | **LOCATION OF EVENT, IF HELD OFF-SITE** |
| **NAME OF TWO PEOPLE IN CHARGE OF EVENT** (include phone number and email address)1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| **WHO CAN ATTEND THIS EVENT** (age, ministry team, etc.) | **ANTICIPATED NUMBER OF ATTENDEES** |
| **COST OF EVENT** (Fees may be collected in person or online. If fees are collected online, the cost for the event will be increased 2.5% across the board). |
| **BASE FEE: $** | **ONLINE FEE (4%): $** | **TOTAL FEE: $**(Base + Fee) |

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| 1. **FACILITIES USAGE**

**Include diagram of room set up** (Draw on another page and staple to form) |
| **NUMBER OF TABLES & SIZE OF TABLES** (72” round, 60” round, 6 ft rectangular, &/or 4 ft rectangular) | **NUMBER OF CHAIRS** |
| **SUPPLIES NEEDED FROM THE CHURCH** (Please list below) (ie. Coffee Maker, Kitchen Space, Sound, etc) |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***NOTE:* Any items used must be returned to its original location, cleaned and ready for the weekend services. You are required to have a team and/or point person responsible for setting-up, cleaning-up, and putting away any items used at the church for your event***.*** |
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| 1. **SOUND & MEDIA USAGE**
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| **DO YOU REQUIRE SOUND?** | **NUMBER OF MICS?** |
| **DESCRIPTION OF SOUND NEEDS** (show video, play music outside, sound in the auditorium, etc).  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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|  **4. EVENT PROMOTION** **See attached page for a detailed breakdown of our Event Promotion Tier System****Questions? Contact *communications@gotocrosspoint.com*** |
| **ALL EVENTS** |
| **REQUESTED PROMOTION TIMELINES** **LOOP** 3 weekends, including weekend of the event **START DATE:\_\_\_\_\_\_\_\_\_\_\_\_ END DATE:\_\_\_\_\_\_\_\_****WEBSITE START DATE:\_\_\_\_\_\_\_\_\_\_\_\_ END DATE:\_\_\_\_\_\_\_\_**A brief description is required to be submitted 3 weeks prior to the event. Please provide details of event below in 2–3 sentences (including w*hen any and all deposits/payments are due*.)  |
| ❑ I am requesting an online registration form and including the questions I would like on the form. *(requires approval from Directorial Staff)* *Please make sure your email address is listed in your MyCrosspoint account so you can receive notifications regarding your form. Please attach any images or forms you will be using for the event.* |
| ❑ **PROMOTIONAL TABLE (Temecula Campus) START DATE:\_\_\_\_\_\_\_\_\_\_\_ END DATE:\_\_\_\_\_\_\_\_\_****# OF TABLES IN PLAZA \_\_\_\_\_ SIZE TABLES 4ft\_\_\_or 6ft\_\_\_\_\_ TABLE CLOTH? Yes\_\_\_\_\_ No\_\_\_\_\_\_**This is a table set out before and after service in the Plaza for a max of 3 weeks. You are responsible for identifying an individual to arrive 30 minutes early & serve as a point person at the table. A table unattended will be shut down. |
| ❑ **PROMOTIONAL TABLE (Wine Country Campus) START DATE:\_\_\_\_\_\_\_\_\_\_ END DATE:\_\_\_\_\_\_\_\_\_**Due to limited space, promotional tables will be limited to the top of a wine barrel. You are responsible for identifying an individual to arrive 30 minutes early and serve as a point person at the table. A table unattended will be shut down. |
| **TIER 1 AND TIER 2 EVENTS** |
| **GRAPHICS**If you’ll be providing your own graphics or flyer, please submit for review and approval at least 10 weekdays prior to requested promotion date. If you’re requesting that Crosspoint Communications design graphics or a flyer, please allow 3–6 weeks. |
| **DESCRIPTION OF EVENT** Please include a 2–3 sentence description of the event. Example: First sentence–describe the event. Second sentence–what’s the benefit? Third sentence–Call to Action, how to sign up, whom to contact, how to get more info, etc. *All announcements are subject to editing for style and available space.* |
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***This section to be completed by Crosspoint***

 **Admin Team Received \_\_\_\_\_\_\_\_\_\_ Approved By*\_\_\_\_\_\_\_\_\_* ☐ Google Calendar ☐ Database**

 ***Communications Team Received \_\_\_\_\_\_\_\_ Tier Designation\_\_\_\_\_\_\_\_\_\_\_***

 **Website: ☐ Events Pg ☐ Ministry Pg ☐ Main Pg ☐ Form Created ☐ Finance Notified ☐ Facebook**

 **Written: ☐ Loop Announcement ☐ Flyer**

 ***Tech/Media Team Received \_\_\_\_\_\_***

 ***Facilities Team Received \_\_\_\_\_\_***

 ***Wine Country Campus Received\_\_\_\_\_\_***

**COMMUNICATION EVENT PROMOTION TIER SYSTEM**

**\* Crosspoint Communications has final determination regarding communication tier status**

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| **INCLUDES** | **TIER 1** | **TIER 2** | **TIER 3** |
| **Outside Printing** | **✔** | **✘** | **✘** |
| **All Church Email** | **✔** | **?** | **?** |
| **Social Media** | **✔** | **✔** | **?** |
| **Program Insert** | **✔** | **✔** | **✘** |
| **Verbal Announcement** | **✔** | **✔** | **?** |
| **Priority Loop Announcement** | **✔** | **✔** | **?** |
| **Website Listing** | **✔** | **✔** | **✔** |
| **Loop Announcement** | **✔** | **✔** | **✔** |
| **Screen Graphic** | **✔** | **✔** | **✘** |
|  | **EXAMPLES*****(Affects 80% or more of the entire church, promotes a church-wide initiative, or is deemed central to Crosspoint’s mission and vision.)*****Easter****Christmas****Small Groups****Vision Weekend****Series Campaigns** | **EXAMPLES*****(Affects more than 40% of the church AND happens once a year.)*****Winter Camp****Summer Camp****Retreats****Marriage Conf.****Baptism Campaign****Serving Campaign****Missions Campaign****Meet & Greet** | **EXAMPLES*****(Recurring events. Affects a niche audience. Supports a Targeted Ministry.)*****Men’s Breakfasts****Sisterhood Gatherings****Holy Yoga****Griefshare****Journeys Campout** |

* **Other ways to promote your event:**
	+ **Plaza Table (Request through Event Form)**
	+ **Crosspoint Exchange Facebook page**
	+ **Word-of-mouth/personal invites**