

Information needed when planning an event

- Name of event
 - Note - The name of the event is also the web address, so shorter is better (or provide a shortened version)
- Date(s) and Time(s) of event
- Location of Event (live or virtual)
- Cost of event (including discounts)
- Brief description
- Event Contact
 - Both for conference staff and for general audience – it can be two people or the same person
- Group sponsoring event (if applicable)
- Options for courses, breakouts, etc.
- Where to be promoted and who to be promoted to
- Will there be food or childcare?
- Provide any graphics or logo for the event
- Registration Needs – Google forms if free event, Aventri if event has a cost
 - What info to be collected – Name, email address, church, district, etc.
 - Options for people to pick from – classes, meals, childcare, etc.
 - Date registration open and closed
 - Registration lists can be downloaded for emailing information or Aventri can be used to send out simple emails to those registered.

Other Info

- For most events we need information about 4-6 weeks before the event.
 - Flyer creation, website set up, and registration take about 2-4 days from receipt of information, depending on schedule
- Weekly eNews goes out every Wednesday, District eNews goes out 2nd and 4th Thursdays.
 - District events are traditionally not promoted on the weekly eNews unless it is for the whole conference or it is events in all districts (ie Lay Academy)
- The conference staff has the capacity to help promote events that are run by conference staff, committees, and groups and open to the entire conference or specific district.