

Planning meetings, events and other ministry resources

This document replicates an online form used by the PNW Office of Connectional Ministries to help schedule and plan events, meetings and other opportunities. While all the possible questions are included here, the form uses logic to skip several that may be irrelevant to the planning of some events. We are always trying to improve this form, so you may discover a different version depending on when you visit.

Find and use this form online: <https://gnw-reg.brtapp.com/pnwevents>

If you are scheduling a meeting, planning an event, or creating a resource to be shared across the Pacific Northwest Conference (and potentially the GNW Area), this checklist is designed to help you think through the steps needed to effectively plan and create events and resources to share with others that will help support the work of making disciples of Jesus Christ by ministering to others in our midst.

Please note the following:

- **If you are creating or planning an event or resource that will require significant support from Conference or Area staff, this form should be filled out at least 12 weeks before the proposed event or resource's launch date.**
- **For simpler items like board or agency meetings, less notice is needed.**
- **For all events, please check the Conference Calendar for potential conflicts.**



Completing this form is the first step. A member of our conference staff will reach out to you within 1-2 business days (M-TH) to discuss your events further. Please hold off from promoting any events or opportunities until after this conversation has occurred.

If you have questions or concerns or haven't been contacted in a timely manner, please contact Patrick Scriven, PNW Conference Director of Communications, at pscriven@pnwumc.org.

Your contact information

*First Name: _____

*Last Name: _____

*Phone: _____

*Email: _____

*Organization/group sponsoring event/meeting/resource: _____

Please share the following details about your event, meeting or resource

***Please list the start/first date of your proposed event/meeting or launch date of the planned resource**

MM/DD/YYYY

Are there other details about the time and date(s) of your proposed event, meeting or resource that you can share?

Please share your anticipated meeting date(s), including start and end times.

***What type of event, meeting or ministry resource are you hoping to create?**

Please select all that apply.

- A meeting for a conference board or agency
- A training in-person or online
- A community-wide event or ministry
- A one-time event for a specific group
- A worship resource
- A Bible Study or similar group
- Other

***How would you describe this event or opportunity?**

***Who is your target audience for this event or resource?**

Please select the one that applies most directly.

- Local churches or ministry settings
- Pastoral Leaders in the Conference
- Youth or young adult ministries
- Lay leadership in the conference
- Unsure/Other

***What financial resources do you expect to use?**

Choose the options that apply.

- We don't expect any expenses
- Dedicated funding in the annual conference budget
- Other existing funds under our control
- Fees from registration

Unsure, need to discuss this more

***Is this event/meeting/resource to be experienced in-person, online, or hybrid?**

Please select the option that applies most directly to your planning.

- In-person
- Online
- Hybrid
- Undecided

Location of event/meeting (if applicable):

If meeting at the conference office, does your group have a meeting room preference? *The conference rooms are numbered by order of size. CR#1 can accommodate 20-25 people, CR#2 10-12 people, CR#3 4-5 people.*

- No answer
- Conference Room #1
- Conference Room #2
- Conference Room #3
- Unsure/No Preference

***Expected number of in-person participants:** ###

***Expected number of online participants:** ###

***Do you have a description of your event for promotional purposes?**

- Yes
- No

***Event Description**

Please include your event description. A good description will help people understand why they should attend your event. It should also be clear about who the event is designed for (e.g., clergy, laity).

Does your meeting, event or resource need staffing support?

If you are scheduling a meeting, planning an event, or creating a resource that requires Conference staff to provide any of the following:

- Build and manage a registration form
- Arrange hospitality items like housing, meals, or other onsite logistics
- Create graphics and promotional materials for the web/social media
- Record and edit video
- Host a Zoom meeting/webinar
- Manage audio-visual equipment (including sound and cameras) for an in-person or hybrid event.
- Photograph an event
- Arranging interpretive services

It is ideal to have your plan in place 12 weeks in advance.

Less time may be needed for simpler events like board meetings or events utilizing the local church or external staff/volunteers.

***Will you need staffing support for this meeting, event, or resource?**

If you answer yes, a subsequent question will appear asking for additional information.

- Yes
- No

I am requesting the following support from the Conference Please

select all that apply.

- Build and manage a registration form
- Arrange hospitality items like housing, meals, or other onsite logistics
- Create graphics and promotional materials for the web/social media
- Record and edit video
- Host a Zoom meeting/webinar
- Manage audio-visual equipment (including sound and cameras) for a hybrid event.
- Photograph an event
- Arranging interpretation services