

Guidelines for holding an event at Knox Church

We are blessed with a beautiful facility that includes many meeting rooms of varying sizes. To help organize your meeting logistics, we ask that you please follow the processes below. Many of these steps include more details. Please indicate when you are doing something for the first time so the contact person can be thorough in equipping you for success! If an item is not on this list, contact your staff liaison for direction.

NOTE: For non-Knox events, please contact Julie Wolff at jwolff@knox.org.

For official Knox events, we ask that Knox members follow the steps below:

Reserve meeting space

- Contact: Julie Wolff (jwolff@knox.org)
- Notes: include number of people and set-up needs to help determine appropriate space. When reserving Knox Commons, please specify if you also need to reserve the Kitchen and/or require the services of the Knox Chef.

Request specific room set-ups and A/V equipment

- Contact Robert Templeman (rtempleman@knox.org)
- Notes: indicate arrangement for tables and chairs, A/V needs, etc. *Volunteers* may use portable projectors, flip charts, portable microphone w/speaker, TV carts w/DVD and VCR capability. If large projector and sound board are needed in the Knox Commons, or video capability in the Sanctuary, special staffing arrangements will be necessary. **Please make this need known as far in advance as possible.**

Communicate kitchen needs

- Contact Julie Wolff (jwolff@knox.org)
- Notes: program volunteers may be required to help with set-up, preparation, and clean-up, depending on the size of the events and the availability of kitchen volunteers. Consider special dietary considerations for you audience.

Use of the church Chef

Please do not contact the chef directly. Ask Julie Wolff to help you with these arrangements.

Request a cash box

- Contact: Renché le Roux (rleroux@knox.org)
- Notes: Request cash box at least one week in advance; two volunteers are required to manage the cash box during the event.

Request reimbursement

- Contact: Renché le Roux (rleroux@knox.org)
- Notes: Submit paper or digital receipts to Renché indicating who should receive the reimbursement and what budget should be charged. Use the attached Sales Tax Exemption Form for church-related purchases (personal purchases must be a separate transaction). A church credit card is available for large purchases.

Promote your Knox event/program

- Contact: Glenn Williams (gwilliams@knox.org) to help promote your event on Facebook, the Sunday bulletin, in a press release, via posters and other media.
- Minute for Mission and/or verbal announcements: Contact Adam Fronczek (afronczek@knox.org) or Jana Reister (jreister@knox.org). Avoid last-minute requests by planning dates for entire program year so we can provide broad representation throughout the year.

Emergency Contact for building issues that occur after-hours

- Contact: Robert Templeman (rtempleman@knox.org; 513.706.3253)
- Notes: Only contact Robert if there is no on-site custodian or desk person, and ONLY in the event of a true emergency (i.e. pipe busts, alarm sounds, etc.).

Request childcare support for an event

- Contact: Dee Decker-Huey (ddeckerhuey@knox.org)
- Notes: Paid childcare will be charged to the host program budget; advance registration is required.

Background Checks for Volunteers working with Minors

- Contact: Ginny Chasteen (ddeckerhuey@knox.org) and David Annett (dannett@knox.org)

- Notes: Volunteer packet is available online (www.knox.org/volunteer.pdf) – can we get online or by request (for now by request by contacting Julie Wolff at jwolff@knox.org)
- 1. Background – complete and return to Ginny Chasteen.
- 2. Child abuse – sign/return to acknowledge that you have read and understand the policy
- 3. Sexual misconduct – for your information.

Committee Responsibilities

- Provide all promotional content prior to event and post-event follow-up
- Prepare physical mailings
- Recruit volunteers to setup, clean up, breakdown and return event space to (consider using SignUpGenius.com)
- Place orders for program/event materials, etc.

Knox office hours are Monday through Friday, 9:00am to 3:30pm. Weekend security and custodian staff is available. Please contact church office if your event requires additional staff.