

CHECK LIST FOR PROGRAM COORDINATORS (FALL 2016)

(printed copies of this Checklist are available in folder in “PROGRAMS” mail box on main floor)

All Program Planning checklists and forms are available on the website:

http://www.westhartforduu.org/resource_files/program_planning.php

1) Schedule a space and put on church calendar: contact Lisa:
admin@westhartforduu.org or 860-233-3669, Ext. 106

2) Plan Publicity (list of suggestions below)

3) Program Presentation:

- Determine who will facilitate and introduce Speaker (if there is one)
- Set up/clean up: line up volunteers, if needed, or recruit help from those in attendance.
- Arrange with office for use of projection equipment, if needed.

See other Program considerations below.

4) Other: If program requires payment for a speaker or has other expenses, submit your request for reimbursement to your committee or team chair.

Once approved, fill out a **Check Reimbursement Form** (available on the website). You can also find these forms in the main floor workroom, next to the coffee machine.

Sign the request and submit to someone on your committee for a second signature and turn this into office.

Additional PUBLICITY information:

Check the “**One-Stop Shopping**” info. on **page 2** re. how to submit any of the following:

- Notice in Weekly, Order of Worship
- Inclusion on Website, Facebook
- Newsletter article

Pulpit announcement: contact Lisa: admin@westhartforduu.org or 860-233-3669, Ext. 109

Bulletin Boards: (check Lisa if you need to find space)

Put notice on bulletin boards in lobby (and Fiske Hall, if you wish). You or another volunteer can make this or ask Lisa.. Use your group Logo on your notice, if you have one. For Adult EE programs, **Adult EE Logo** is available here:

http://www.westhartforduu.org/activity_groups/adult_ed_tree.jpg

Do you want to have a sign-up?

Advisable if you want to have some idea if enough people are interested in a program to merit running it; also handy if need to cancel for any reason.

Program Sign-up sheet is available in folder in Programs mail box off main lobby or on website. You can post it on bulletin board, below your publicity notice.

Will you have a handout?

If so, a sign-up helps determine how many to provide.

A link to a handout can also be included in the publicity in the Weekly and Newsletter - arrange through: Communication@westhartforduu.org

*** One-Stop Shopping for Communicating Your Events and Volunteer Needs**

Please email your announcements to one email address and it will be submitted to all of your media and communication sources. Please indicate the name of group sponsoring the event.

EMAIL: communication@westhartforduu.org

ORDER OF WORSHIP WEEKLY NOTES

Placed on back of Sunday Worship bulletin
Due Wednesday 12PM, limit 75 Words

EMAIL WEEKLY NOTES

Emailed every Friday
Due Wednesday 12PM, limit 250 Words

MONTHLY NEWSLETTER

Due second Wed. of each month: limit 250 Words

SOCIAL MEDIA

Website: westhartforduu.org

Facebook: www.facebook.com/westhartforduu

All submissions are accepted on a daily basis.
Allow one week for the submission to be posted.

PHOTO SUBMISSIONS

Files under 1MB can be sent via email. Please send along your name, date and event details for posting. Be sure to gain permission from the individuals in the picture before we share publicly.

All submissions should be written in FINAL form and list where it should be posted (website, Facebook, Weekly Notes and/or Monthly Newsletter).

We reserve the right to edit all information to fit the format of each individual media source. Our editorial boards will review all submissions and post all accepted material.

Questions? Email admin@westhartforduu.org

Additional PROGRAM CONSIDERATIONS:

Provide a Program Attendance Sheet, if you wish: (available in folder in Programs mail box off main lobby, or on website)

After the program, **place the completed attendance sheet in Programs mail box**

Will you provide refreshments? If so, make arrangements.

Do you want to offer Child-care? Contact DRE: 860-233-3669 ext.111

SUNDAY AFTER-CHURCH PROGRAMS: see "**TIPS for Sunday Program Facilitators**" list.

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