**Otter Creek Resources for Ministry Event Planning**

To maximize the success of the event, please be in detailed discussions with the admin office staff all through the planning phase. Here are your contacts:

* **Calendar:** Contact Nancy Morrison to arrange scheduling. She will check the church calendar for availability, provide (and review with you) the *Building Use Guidelines and Request Form*, secure space if needed, and answer any usage questions. nancy@ottercreek.org 373-1782 (during office hours)
* **Set up:** Kyle Mayfield will assist with set up. The Building Use Request provides much of the information the church staff needs to know to assist you. If a specific set up is needed, Kyle can provide a map of the space and you may diagram your lay out.

Kyle@ottercreek.org 373-1782, 615-944-8872 (cell, during and after hours)

* **Publicity:** There are several ways to publicize your event. The following can help craft the announcements needed:

for Otter Happenings - nancy@ottercreek.org

bulletin announcement - emma@ottercreek.org
announcement loop (Sanctuary) – sheryl@ottercreek.org
banner or posters – janelle@ottercreek.org

* **Financial:** Be aware of your budget limits and please be a good steward and stay within it. If you have questions about your budget, contact Lincoln Coggin or Chad Troup, Finance for the MCC. Vicki Atnip is the contact for expense reimbursement or any payment arrangements needed in advance for your activity. Receipts are required for any reimbursement and Vicki will provide the Check Request/Reimbursement Form. If a payment (or check deposit) is needed in advance, the same form is used to request a check. Please contact her at least a week in advance for any payment requests with a deadline. Note: as the church is tax-exempt, *sales tax is not reimbursable*. A tax exempt form will be made available for any church expense. Often vendors require a church form of payment (OC check or credit card) to honor the exemption. The church has a credit card that may be checked out or a check can be made available, just please make those arrangements in advance. Whenever possible, vendors can invoice the church. The MCC must approve *in advance* any fundraising events. If cash payments or fee collections are involved, the cash handling process should be discussed in advance with Vicki, direct 690-2587 vicki@ottercreek.org 373-1782 or home: 309-0723
* **Registrations:** If you are coordinating an event that requires a registration (with or without payment), contact Laurie Netterville to discuss the usage of Fellowship One. It is our best means of tracking data and preserving event information. She will provide training and assist in the process.

laurie@ottercreek.org 373-1782 (cell: 615-300-1148)

* **Paper goods:** Typically available are plastic dinnerware, Styrofoam plates and cups, napkins. For any events over 50 people, please contact **Kyle Mayfield**. He processes the Sysco orders and can help you with quantities, product availability and coordinate deliveries.

**Table cloths:** **Marlene Butler** is the current volunteer storing the round tablecloths. Contact her for details and arrangements. Marlene.butler@lipscomb.edu 615-373-2516
 White rounds 19 72 inch and 14 90 inch

Becky Cowart vacarte@aol.com 615-309-8050
has black cloths: 10 (floor length on 60” rounds), 10 (60x126) and 2 (54x120) Cranberry cloths: 13 (79”x77”), 2 (68”x70”),1 (100” x 56”),(100” x 64”) and runners 12 (22-24”x 80”), (26” x 100”), 1 (32” x 72”),1 (29” x 72”)

Denim overlays : 15 and some western decorations (terra cotta boots (6),

 Pair of ceramic boots, cowboy statue (18”), cactus statue, TX flag

 66 red bandanas, 6 blue

**Tables and Chairs:** These are stored in the stairwells of the gym area. The gym only holds about 36 tables with 8 chairs each comfortably for an event. If more than this, the space becomes tight.

42 (60 inch round)
14 (8 foot rectangle
4 (6 foot rectangle)
400 black chairs

* **Facility cleaning needs:** If the event you are planning will require janitorial services afterwards, please discuss in advance with **Kyle Mayfield** and he will make arrangements with our cleaning service. Any event over 50 people, specifically on a Friday or Saturday, will likely require an additional cleaning to prepare for services Sunday morning. The event will be responsible for any extra cleaning charges.
* Following are often-used vendors for equipment or services (many ministries may have their own preferences); vendor relationships change often because much is ordered online. OC is interested in the best value, volunteers are encouraged to use their relationships and experiences and compare prices. We may not yet be aware of a special vendor who wants to partner with us on a church event!

**t-shirts:** Data Supply, Bill Prady (615-778-0145)

**jumping toys:** not anyone we recommend. These are high risk. Must be insured/bonded!

**hot air balloon:** must have prior approval from City of B’wood. Not encouraged.

**industrial size grills:** Camp owns one that is going to be stored at the Carney residence. Brentwood Rental is an option. David Rubio has borrowed one from LU on occasion.

**food needs**: We frequently use these caterers: Dairy King, Blue Coast Burrito and Moe’s

We also have several members that cater: Vonda McGill and DeeAnna Carney

**Printing needs**: We can do most printing in house, but please discuss with Janelle first. We also have recommendations if it is something we can’t do.