

## How to organise an IPC meeting or event

### IPC Check list – 12 Steps to Success!

Task	Finished?
1. Who will attend the meeting / event? How many people are you expecting?	
2. Decide on a meeting date and time (and if possible, a second-best choice)	
3. Where would you like to hold the meeting? In which room(s)?	
4. Check with the IPC office assistants regarding whether the room(s) are available or not. If not, go back to number 3 ☺	
5. Will you need any audio / visual equipment? i.e. beamer, television, VCR or DVD player, CD player, tape player or recorder, microphone, flip chart, overhead projector? Reserve this with the office assistant immediately! If you will be using the beamer, someone trained by the office will need to be assigned to assist with that.	
6. Will you need to publicise this meeting / event? If so, there are three main channels to do so within IPC: weekly bulletin, monthly Update and the website. Decide which places make sense for your gathering and assign someone to create the announcements, bulletin inserts or posters. The deadline for the weekly bulletin is Wednesday at 14:00 for the following Sunday. The Update deadline is the 15 <sup>th</sup> of the month before the issue. The website can normally be updated within a few days. E-mail addresses are listed in the back of your IPC Directory and can also be obtained from the church office.	
7. How many people will you need to set up the meeting / event? Contact volunteers to form a set-up crew if needed.	
8. How many people will you need to clean up the event? Contact volunteers to form a clean-up crew and assign someone to be in charge. Tell the administrative assistants who the head of the clean-up crew is so that person can be trained. Since we rent from multiple owners, there are different guidelines for each building. (For just one example, there are two different systems for garbage removal in the French and Methodist buildings.)	

<b>Task</b>	<b>Finished?</b>
9. Will you need childcare? Have you reserved a room for that? Contact volunteers for childcare duties. If you need help in organising activities for the children, you can contact the Sunday School Supervisor.	
10. Assemble your agenda / program for the meeting / event.	
11. Contact the office to find out when would be a good time to make any copies you will need. There are times towards the end of the month when the copy machine runs literally for days. If you need assistance in making the copies, let us know – we are glad to help! Also, if you need special paper or other office supplies, it takes a few days' notice to place and receive an order, so let us know as soon as possible.	
12. Contact the church office after the event to report any issues that may need to be taken care of or that could improve future events at that location.	