

Event Coordinator Responsibilities

The responsibilities of the coordinator(s) are the following:

Event coordinator:

- Must attend the event
- Must be aware of all policies prior to building usage
- Must make sure all policies are followed
- Must make sure that the "Post Event Building Checklist and Evaluation Form" has been filled out and signed
- Is responsible for any furniture set up required with the following exceptions:
 - Sound cabinet may NOT be moved at all! (wired below)
 - Sound system may only be set up by Praise's sound team
 - Instruments on the platform may only be moved by Praise's sound or worship team
- Is responsible for planning the flow of the event (food, aisles, etc.)
- Is responsible for putting everything back into place immediately after the event with the exception of the sound equipment and platform instruments
- Is responsible for cleaning the facility immediately after the event (including the main multi-purpose room, bathrooms, kitchen, etc.)
- Is responsible for hiring any coordinators, Praise AV people, cleaners, etc. that might be needed
- Is responsible for the safety of the event and the building (guests should be informed that the event is restricted to the rooms requested)
- Is responsible for any vandalism or damage to the building or its property

Praise does not provide:

- Event coordinator, serving, cleaning decorating, setup/break down crews, etc.

If using the lower level area:

- Turn off heat/air conditioning on downstairs thermostat. Please contact the office for instructions.

If using the kitchen:

- Remove or discard any unused food
- Remove garbage and place in dumpster out back
- Remove recyclables and place in recyclable bin out back
- Wash, dry, and put away used dishes, platters, utensils, etc.
- Wipe down counters
- Sweep and mop floor as necessary