



Event Planning Guide

Thank you for your interest in organizing and leading an event at Worthington Christian School. This guide provides the essential steps and resources to plan a successful event.

It Takes a Team: How WC Events Come to Life

There's always something happening at WC — from student activities to parent gatherings and alumni celebrations. While different groups take the lead depending on the event's focus, *no one works in a silo*. Successful events rely on collaboration and teamwork, with everyone playing a part in bringing the vision to life.

The chart below outlines who *typically* leads different types of events.

Primary Audience	Event Leadership	Budget Responsibility	Focus
Students	School Staff & Leadership	Campus, Department, or District Budget	Student-centric events that enhance learning, service-learning, and student life.
Staff	School Staff & Leadership	Campus, Department, or District Budget	Staff-centric events that build camaraderie and peer relationships and foster professional development.
Parents	Parent-Teacher Fellowship	PTF Budget	Parent-centric events that build connection and community among families.
Parents & Teachers	Parent-Teacher Fellowship	PTF Budget	Events that strengthen parent-teacher relationships inside and outside the classroom.
School Community	Advancement Office	Advancement Budget	School-wide events that foster community and school pride.
Grandparents, Alumni, Donors, & Stakeholders	Advancement Office	Advancement or Other School Budget	Events that steward and strengthen relationships while affirming the school's values.
External Community	Advancement Office & School Leadership	Advancement or Other School Budget	Outreach and partnership events that position WC as a leader in K-12 Christian education.

Before You Begin: Key Considerations for Event Approval

Covering a few key details before an event takes shape is important. Thoughtful planning ensures your event aligns with WC's mission, uses resources wisely, and sets the stage for success. Consider these essential factors *before* seeking approval.

1. **Student Safety:** Events must prioritize student safety, ensuring proper supervision and adherence to safety protocols, including guest check-in and prescreening.
2. **Adequate and Appropriate Facilities:** If possible, events should be held in ADA-compliant spaces suitable for attendees. Furthermore, attendance, including organizers and staff, may not exceed fire code occupancy limits.
3. **Parking Availability:** Sufficient parking should be available without disrupting school operations.
4. **Human and Budget Resources:** Events should align with available staff, volunteers, and financial resources.
5. **Timing and Frequency:** Be mindful of other events on the school calendar to avoid overscheduling.
6. **Strategic Objective Alignment:** Events should support goals and contribute to the school's mission.
7. **Excellence in Execution:** Events should be well-organized to provide a high-quality experience.
8. **Post-Event Evaluation:** After each event, organizers should gather feedback from attendees and volunteers to assess the impact and identify areas for growth.

Getting Your Event Approved: The Process and Key Roles

Once you've considered the key event planning factors, the next step is gaining approval by completing the Event Application. The approval process ensures your event aligns with WC's mission, avoids scheduling conflicts, and has the support and resources needed to succeed.

Here's an overview of the approval process. Please allow **two weeks** for a decision.



Let's break down who does what in the approval, planning, and execution process.

Parent-Teacher Fellowship Executive Committee	Community Engagement Coordinator <i>An Office of Advancement Team Member</i>	Campus Liaison <i>This individual will be assigned upon approval of your event.</i>
Reviews and gives <i>preliminary</i> event approval. The PTF may also decline or defer to another group event applications	Reviews and coordinates with campus/school leadership for final event approval.	Serves as the primary point of contact with the event coordinator regarding all matters related to school safety, schedules, etc.
Reviews and approves any changes to the original proposal.	Completes the Facilities Request Form <i>(The event coordinator and Campus Liaison are copied.)</i>	Serves as the final authority on plans and changes that impact the school day, facility use, etc.
Communicate the final decision to the volunteer who submitted the event application.	Processes All Approved Expenses (upfront funds and reimbursements)	
	Facilities Requested Promotional Support	
	Places Amazon Orders	

Managing Money Matters: Keeping Finances on Track

Handling event funds is key to maintaining transparency and accountability. Follow these simple guidelines to manage your event's finances:

- **Amazon Purchases:** Use the school's business account by sending item links to the Community Engagement Coordinator (see contact below), who will place the order.
- **Check Requests:** Submit requests for vendor payments at least **two weeks** before the event to the Community Engagement Coordinator.
- **Reimbursements:** Submit receipts for approved expenses within **10 days** of the event to the Community Engagement Coordinator.
- **Budget Limits:** Expenses beyond the \$500 budget must be personally covered.
- **Fundraising:** All fundraising activities must be pre-approved and are considered on a case-by-case basis.
- **Donations:** In-kind donations (food, supplies, décor, services) are welcome and encouraged.
- **Surplus Items:** Any unused items paid for or donated to the school should be returned to the Community Engagement Coordinator for future use.

Sticking to these guidelines keeps your event running smoothly and your finances in check!

Bringing It All Together

Planning an event at Worthington Christian School is a team effort rooted in clear communication, thoughtful planning, and a shared commitment to our mission. By following this guide, you'll have the tools and support needed to create impactful, well-organized events that strengthen our community.

We appreciate your dedication and can't wait to see your ideas come to life. Let's work together to make every event a success!