



Planning a Church Event at WFPC

1. Check with the Executive Assistant, (Renee) secretary@wakeforestpres.org who keeps the main church calendar, to see if your desired date/time/room is available.
2. There is a facility request form that needs to be filled out to document all your needs. You will find at www.wakeforestpres.org/forms. You cannot hold an event at WFPC (inside or outside) without approval. If you are requesting that an event be put on the calendar, then you must be the point person for the event.
3. Before any advertising for your event is done, the date for your event and your event must be approved by the facilities Elders wfpccfacilities@gmail.com and cleared by the executive assistant (Renee).
4. Once your event is on the calendar, get in contact with Renee to send out communications through leaflets and the website.
5. Automatic doors will be set to unlock 15 minutes before your event starts and will relock 15 minutes after your event starts. If you need that to be adjusted, please contact Renee a week before your event.
6. If AV is needed, please get in touch with Jermaine (AV Director) jermainetaylor@wakeforestpres.org to see if there is any training needed or specific things you need to know.
7. If the kitchen is needed for you event, please see Cindy (Office Manager) officeadmin@wakeforestpres.org and she will help you fill out the forms needed and make sure you or someone in your group is trained in using the equipment. You must provide your own table cloths.
8. It is important to remember that YOU (the point person) are responsible for the area you are reserving. Be sure that you have a team to help you from start to finish. Clean up is the one area people forget to have enough help for.
9. You are in charge of setting up the room for your event and taking it all back down, unless previous arrangements have been made with the office manager Cindy.
10. If an accident happens during your event, there are accident report forms in the kitchen and also in the box outside the kitchen and on the volunteer desk in the narthex. One of these forms must be filled out.