



## Ministry Activity Checklist

Everything you need to know to schedule a CBF activity (class, event, meeting, etc.)

### PICK A DATE

- Please check the church calendar to see if the date you prefer is available.
  - [Link to CBF Calendar](#) (Scroll to the bottom of page to see church calendar.)
  - Check individual events on calendar to see if room space is available.
  - Questions? Contact [Robyn Barnes](#)
- Submit a room request through the calendar
  - [Calendar Event Request](#)
  - There is also link on the calendar on the 1<sup>st</sup> of every month.
  - You'll need to know date, time, location, # people expected, contact person, audio-visual requirements, facility requirements (rooms, tables, etc.)
  - Questions? Contact [Trish Wall](#)
- Is your event outside usual office hours of CBF (M-Th 8:30am-5pm)? If YES:
  - The CBF Ministry Leader/member will need a key to the building and a code for the alarm.
  - Questions? Contact [Trish Wall](#)

### NEED CHILDCARE?

- Submit reservation through the Communication Request below.
  - You must request childcare 4-6 weeks prior to the start of the activity to allow time for CBF staff to ensure worker availability.
  - Parents must request childcare through an online registration form that the CBF Communication Team will create for the activity (*this is required even if event registration is not required.*)
  - Childcare RSVP deadline is 2 weeks prior to activity to confirm adequate number of childcare workers for the children.
  - Questions? Contact [Margie Donohue](#)

### SPREAD THE WORD

- Want to publicize your activity?
  - Submit a Communication Request to request publicity (email, social media, video announcements, website, online registration, printed materials.)
  - **It is STRONGLY RECOMMENDED to submit the request 6 weeks prior to the activity to allow 3-4 weeks of publicity.**
  - [Link to Communication Request](#)
  - Questions? Contact [Robyn Barnes](#)

## MONIES

- Expenses
  - Will you be purchasing anything for this activity?
  - Do you need a tax-exempt form? They are available in Info Desk mailbox slot.
  - CBF does not reimburse sales tax for retail purchases or catering. We do reimburse tax for restaurant dining.
- Reimbursements
  - Do you need to pay someone (ie, speaker) or be reimbursed for expenses?
  - Robyn or Margie can help you with tax exempt Amazon purchases.
  - [CBF Check Request Form](#)
  - Form must be approved by Ministry Leader prior to submission
  - Read all instructions on form to avoid delays
- Do you have cash or check payments from participants?
  - [CBF Ministry Income Form](#)
  - Turn in payments and form within 5 business days
- Need Catering?
  - Use tax exempt form, order yourself and submit for reimbursement.
- Questions? Contact [Trish Wall](#)

## VOLUNTEER SCHEDULING

- If you are regularly scheduling volunteers, we have an online scheduling system, Planning Center Online.
  - Questions? Contact [Margie Donohue](#) or [Marla Shubert](#)

## DAY OF ACTIVITY

- Room Set Up
  - Each activity leader is responsible to set the room in the configuration that they would like and to then return the room to its previous set up.
  - Contact [Trish Wall](#) if extra time is needed for setup.
- Clean Up
  - Please put all your trash inside the blue dumpster in the back parking lot. Do NOT leave it on the ground inside or outside of the gate.
  - Sanitize tables using cleaning supplies located in each room.
- Lock Up
  - Turn off all classroom lights & shut all interior doors
  - Turn off upstairs hallway lights & stairwell lights (located at bottom of stairs)
  - Bathroom lights are on motion sensors.
  - Make sure all exterior doors are latched & locked.
    - Pay special attention if Worship Center was used. You'll need to check all exterior metal doors FROM THE OUTSIDE to ensure they are closed securely.
  - Follow other steps found on Lock Up Checklist
- Questions?
  - During office hours (M-Th 8:30am-5pm), contact any staff member.
  - After hours, text Trish Wall at 214.762.3519