

Guidelines for Host

- When planning an event consider how many church members you would like to attend allowing for guests you are also planning on inviting.

ie. If your maximum number is 30 and you are planning on inviting 10 of your own guests (like neighbours) then the maximum for your event is 20.

Remember, church members can bring guests too!

- Consider all possible ages of your guests in your plan. You may need to restrict your event to certain age groups. That's OK.
- Although guests are to bring their own chairs and refreshments, allow for those few who forget
- As this is a function associated with a church, then "go with the flow" and don't encourage alcohol, bad language, etc. In the event that a guest brings a bottle of wine or a few beers, its not the end of the world. Keep in mind that this is an outreach.
- When planning your event, decide on whether or not you will provide all or partial drinks and food. Assume that guests will inform you of food allergies or dietary concerns.
- If your event requires good weather, allow for an alternate date in case of rain, etc. whenever possible.
- If you're cancelling your event, let everyone know
- Let the church event coordinator/webmaster know of your event
- Fill out an Event form and submit to the Event Coordinator and/or Webmaster as necessary.
- **HAVE FUN!!**