

Piedmont Community Church  
**SPECIAL EVENT REQUEST, APPROVAL & PROMOTION  
FLOWCHART**

All Special Events taking place on church property must adhere to this process.  
'Special Event' is defined as one that does not take place regularly, or is not already present on the church calendar. *Does not apply to funerals and memorials.*

**OVERALL TIMELINE**

- 1) Special Event Request Form submitted **8 weeks** ahead of event date or registration deadline.
- 2) Promotion of the event begins **6 weeks** ahead of event date or registration deadline.

# STEP 1

## COMPLETE REQUEST FORM

Fill out online Special Event Request Form 8 weeks ahead of the event date or registration deadline.

[PiedmontChurch.org/EVENT](http://PiedmontChurch.org/EVENT)

# STEP 2

## EVENT APPROVAL

Once approved, Assistant Property Manager Jay Foreman will confirm with you and with church staff that the event has been added to the church calendar and that any required space has been reserved.

[Jay@PiedmontChurch.org](mailto:Jay@PiedmontChurch.org)

# STEP 3

## WRITTEN DETAILS, PHOTOS & ARTWORK

Write an invitation that includes all event details, including date, time, place, cost, contact person and whether the event welcomes children (Family Friendly). Include artwork if available. Send to Communications Director Michael Barber via email.

[Michael@PiedmontChurch.org](mailto:Michael@PiedmontChurch.org)

# STEP 4

## REGISTRATION PAGE CREATED & SHARED

Communications Director will send your information to Project Coordinator Mariana Navarette to create event payment or registration webpage if required. Mariana sends link to Communications Director for promotion and to you for sharing.

[Mariana@PiedmontChurch.org](mailto:Mariana@PiedmontChurch.org)

# STEP 5

## EVENT IS PROMOTED

Communications Director executes promotion of event via *Messenger* and other means of communication.