

quaychurch

Event Planning & Approval Process

This process exists to ensure events move through the proper channels efficiently, that important details aren't missed, and that our calendar, rooms, and resources are stewarded well. Each week, the calendar and facilities teams meet to review upcoming events and prevent conflicts across ministries. Using this system ultimately benefits every ministry—and the church as a whole—by helping us plan, execute, and improve events with clarity and excellence.

Below is a refresher on the full process.

Event Levels & Quarterly Planning Process

To help us plan with intention and avoid last-minute execution, we use **event levels** and **quarterly calendar planning meetings** to look ahead, coordinate across ministries, and ensure excellence in everything we put on.

Quarterly Planning Meetings

Three times a year, we hold a **Quarterly Planning Meeting** where we look ahead **9 months at a time**. These meetings allow ministry leaders, calendar owners, and facilities to:

- Align on major initiatives and rhythms
- Identify potential conflicts early
- Coordinate shared spaces, resources, and support teams
- Create margin for thoughtful planning instead of reactive planning

Following each quarterly meeting, events discussed will be placed on the calendar with a **“Hold” status** on the Churchwide Calendar on Asana. This allows ministries to reserve space while completing the formal planning and approval process.

Each event on hold will include a task for the ministry lead to submit the **Event Request Form** according to the timeline associated with its event level (outlined below).

Event Levels & Planning Timelines

Events are categorized into levels based on scope, impact, and resource needs. Each level has a recommended planning window to ensure adequate preparation and alignment.

Please note: We recognize that last-minute changes and events are sometimes unavoidable. These timelines serve as goals and guidelines so that when unexpected needs arise, we have the flexibility and margin to respond well—because the majority of our events have already been planned in advance.

Level A Events (18–12 months out)

These are our largest, most church-wide initiatives and require the longest runway.

- Sunday Services, Christmas, Easter, Navigate, Galas

Level B Events (12–9 months out)

Large community-facing events that require cross-ministry coordination.

- Block Party, Fall Festival, Light Up the Night

Level C Events (6 months out)

Ministry-specific events that still require support from multiple teams.

- Passion Camp, Worship Nights

Level D Events (12–8 weeks out)

Ongoing or recurring ministry gatherings with smaller scope.

- Bible Studies, Steward Meetings, Weekly Ministry Gatherings

By planning events according to these levels and timelines, we create space to think ahead, communicate clearly, and execute with excellence. This approach helps us steward our people, facilities, and resources well—and ensures that no ministry is planning in isolation or under unnecessary pressure.

Event Planning & Approval Process

1. Event Request Form + Leadership Approval

Before communicating an event publicly, submitting CRTV requests, or promoting the event in any way, the **Event Request Form must be submitted in Asana**.

After submission, the event must receive approval in the following areas:

- Ministry Leadership
- Executive Leadership
- Rooms & Resources

Once all required leadership approvals are complete, the event will move to the next phase of the process.

2. Secondary Approval Process

After leadership approval, the event enters the **Secondary Approval** stage. At this point:

- The event is officially approved and appears on the calendar.
- Planning may begin.
- CRTV requests can now be submitted.
- Coordination and negotiation with requested ministry support teams (Worship, Production, Facilities, etc.) can begin.

Ministry Support Team Approvals Overview

Each requested ministry support team will receive an **approval task** in Asana. These are *approval tasks*, not standard subtasks, and indicate that the ministry lead is being asked to confirm whether they can support what has been requested for the event.

These approval tasks are due a few days after leadership approval. It is essential that ministry leaders monitor and respond to these requests promptly so planning can continue.

If a ministry cannot support a request, that should be communicated through comments and discussion. In some cases, ministries may not be able to

provide support, and it is up to the event lead to decide whether to move forward with the event given those limitations.

Once all secondary approvals are resolved, the event will move to the next stage.

3. Event Scheduled

At this stage, the event has:

- Received leadership approval
- Been placed on the calendar
- Submitted necessary CRTV requests (if applicable)
- Confirmed ministry support and resources

This is where the full set of **event planning subtasks** is built out in Asana. These tasks cover areas such as:

- Operations, Steward teams, Worship elements, Production elements, Facilities elements, etc.

The staff member overseeing the event will be assigned the appropriate planning tasks and is responsible for completing them. **Notes, decisions, and key details should be documented in task descriptions and comments.** This ensures:

- Anyone looking for event details can find them easily
- There is a clear record for future reference if the event is repeated

Please note: Not all subtasks will apply to every event. If a task is not relevant (for example, signage or meals), it may be completed or removed as appropriate. However, **please be mindful not to skip or delete tasks that contribute to running the event with excellence.**

4. Post-Planning Review

After the event, a **post-review task** will be created for the event lead. This is where you should document:

- What worked well, what could be improved, notes for future iterations of the event

This step is critical for continuous improvement and long-term excellence.

5. Event Complete

Once the post-review is finished, the event is marked complete. The full record remains in Asana for future reference and planning.

Thank you for helping us steward this process well. When we all follow the same system, it allows us to plan clearly, avoid missed details, and continue serving our church and community with excellence.