

SECTION IX
SCHEDULING EVENTS
(COMMUNITY)

OTJ TRAINING: **EVENT PROTOCOLS** *(Continued)*

Step 7a: **Scheduling of Events - COMMUNITY**

Emp. Initial _____

Once your event is approved there is a series of outreach efforts that must be completed prior to the payment for and date of the event.

Mandatory Signage

Emp. Initial _____

Signage is mandatory for the hosting of all ark of refuge events. Signage can take the form of banners, tablecloths, a uniformed appearance or a backdrop.

Community Events:

If the event you are proposing is a community event taking place at:

1. Local parks and private facilities;
 - a. First do outreach to the park and recreations department of the city in which you are attempting to host an event or facility. E-mail or call the park and rec department to introduce the Ark of Refuge's program and date of event.
 - b. Offer to e-mail them the approved event request form from corporate which details the purpose and targeted audience for your event.
 - c. Ask if the park and recs department would like to participate in advertising this event. If they reply yes, CC Leslie@thearkofrefuge.com for the issuance of an operational agreement for events once the agreement is signed move to Step 3. If they reply no, but would still like the event to take place, proceed with the city's normal booking procedures and move to Step 3.

OTJ TRAINING: EVENT PROTOCOLS *(Continued)*

Step 7a: **Scheduling of Events - COMMUNITY (Continued)**

2. Via e-mail send the approved agenda to the appropriate event coordinator with the associated flyers/advertisements (not ark staff).

3. If this is a catered event, all menus must be approved by corporate prior to payment of deposit on banqueted items. Please send all menus and recommendations to Leslie@thearkofrefuge.com