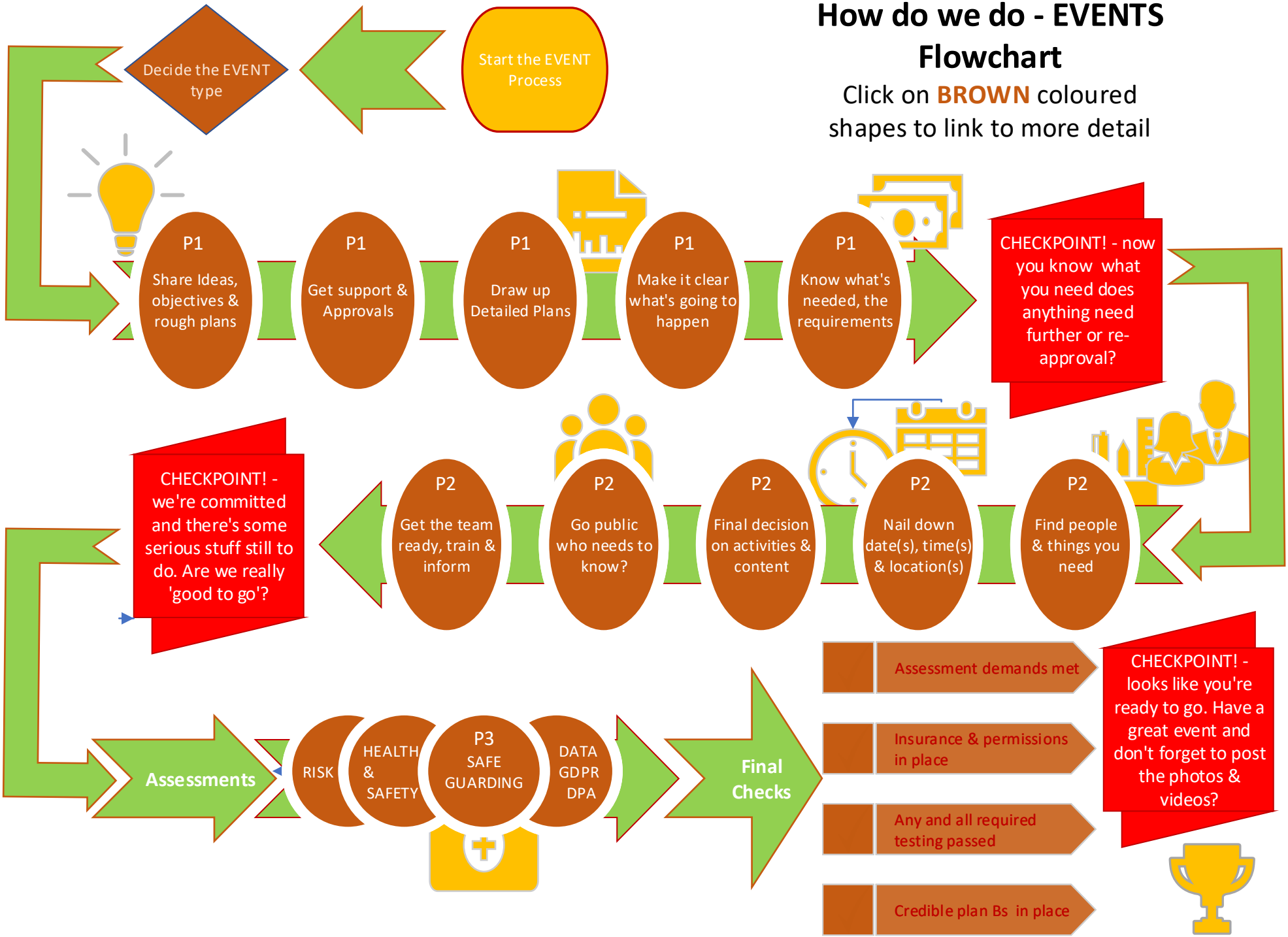
How do we do - EVENTS Flowchart

Click on **BROWN** coloured shapes to link to more detail



EVENT Types

OPEN HOUSE
UNRESTRICTED PUBLIC EVENT

High Risk!

Where The Shalom Network

has chosen not to control who attends

activities happening in a a public setting

is responsible for persons participating in a wider public event

is responsible for persons participating in an unrestricted online conference or broadcast.

streams or posts unrestricted online content that features persons for whom we are responsible

BY INVITATION ONLY
RESTRICTED PUBLIC EVENT

Medium Risk!

Where The Shalom Network

has chosen to control attendance through invitation or ticketing

activities happen in an environment where access can be controlled

appropriately limits invitations and who can buy tickets dependent on activity type

limits acess to online conference or broadcast events involving the team

streams or posts online content that features persons for whom we are responsible with limitations

PRIVATE EVENT
RESTRICTED PRIVATE EVENT

Lowish Risk!

Where The Shalom Network

chosen to control who attends by not invitating members of the general public

has a responsibility to manage attendance in line with safeguarding needs

discretionary decisions are needed to balance welcoming with safeguarding needs

is responsible for persons participating in an unrestricted online conference or broadcast.

Details of attendees should be recorded in line with data management policies

EVENT sub categories
Click for more on each

- Fundraising
- Publicity - public awareness
- Worship
- Instruction, coaching
- Wellbeing
- Advocacy - social support
- Meetings - presentations

Click to return to EVENT Flowchart

FUNDRAISING
where
we need to
consider

Our Finance and Data policies to effectively manage money and personal details

the personal safety and welbeing of those fundraising and handling money

Click to go back

Click for the EVENT Flowchart

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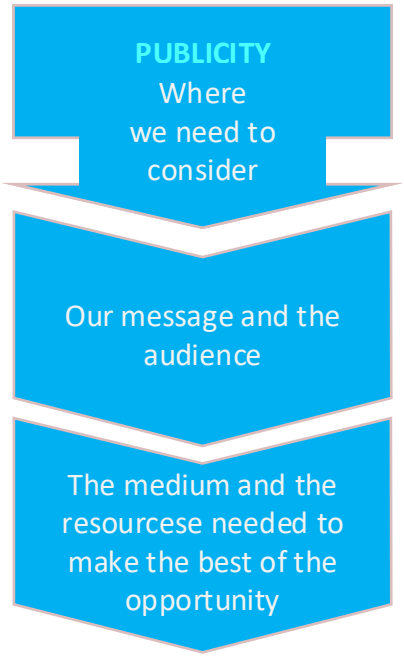

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Click for the EVENT Flowchart

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Let's get going - start the process

Click for the EVENT Flowchart

EVENT FLOW

PHASE 1

Note that these are suggestions as starting points and not neccessarily an exhaustive list.

Share Ideas, objectives & rough plans

- Share the vision in a format that makes the purpose obvious.
- Consider constructive feedback and input.
- Engage stakeholders, e.g. team members or someone we serve.
- Make it exciting, compelling, but also realistic.
- Be clear as to links with other/ongoing activities.
- Indicate if other organisations will be involved.

Make it clear what's going to happen

- Add an important point related to the topic
- Add an important point related to the topic
- Add an important point related to the topic
- Add an important point related to the topic

Get support & Approvals

- Always share details even for small events.
- Level of approval depends on scale, scope, cost.
- Consider who might best support in and outside the team.
- Be prepared to make changes if they're needed to get approval.

Know what's needed, the requirements

- Add an important point related to the topic
- Add an important point related to the topic
- Add an important point related to the topic
- Add an important point related to the topic

Draw up Detailed Plans

- What is going to happen and by when must it happen?
- When do any costs have to be met.
- Are there dependencies - what else has to happen before this can happen?
- What do we need when.

Click for the EVENT Flowchart

EVENT FLOW

PHASE 2

Note that these are suggestions as starting points and not neccessarily an exhaustive list.

Find people & things you need

- Skills experience, qualifications required.
- Vetting and clearances.
- Availability and level of commitment.
- Raw materials, equipment.
- Permissions, licenses etc
- Partner organisations and suppliers.

Go public who needs to know?

- Add an important point related to the topic
- Add an important point related to the topic
- Add an important point related to the topic
- Add an important point related to the topic

Nail down date(s), time(s) & location(s)

- Add an important point related to the topic
- Add an important point related to the topic
- Add an important point related to the topic
- Add an important point related to the topic

Get the team ready, train & inform

- Add an important point related to the topic
- Add an important point related to the topic
- Add an important point related to the topic
- Add an important point related to the topic

Final decision on activities & content

- Add an important point related to the topic
- Add an important point related to the topic
- Add an important point related to the topic
- Add an important point related to the topic

Click for the EVENT Flowchart

EVENT FLOW

PHASE 3

Note that these are suggestions as starting points and not neccessarily an exhaustive list.

Risk Assessments

- Must be completed.
- Reviewed/audited.
- Steps to mitigate developed and agreed.
- Any residual risk(s) at a level that can be accepted.

Health & Safety

- Reviews and assesments completed as required
- Reviewed/audited, cross reference risk assesments.
- Steps to achieve compliance developed and agreed.
- Any special measures required understood and catered for.
- Any costs identified and spend approved.

Safeguarding

- Reviews and assesments completed as required
- Reviewed/audited, cross reference risk assesments.
- Steps to achieve compliance developed and agreed.
- Any special measures required understood and catered for.
- Any costs identified and spend approved.

Data Management

- Identify what data has to be collected.
- In what form will data be recorded.
- Who will be responsible for it.
- Will it need to be stored after the event and for how long.
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Final Checks

- Add an important point related to the topic
- Add an important point related to the topic
- Add an important point related to the topic
- Add an important point related to the topic

Click for the EVENT Flowchart