How do we do - EVENTS Flowchart

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

Start the EVENT Process
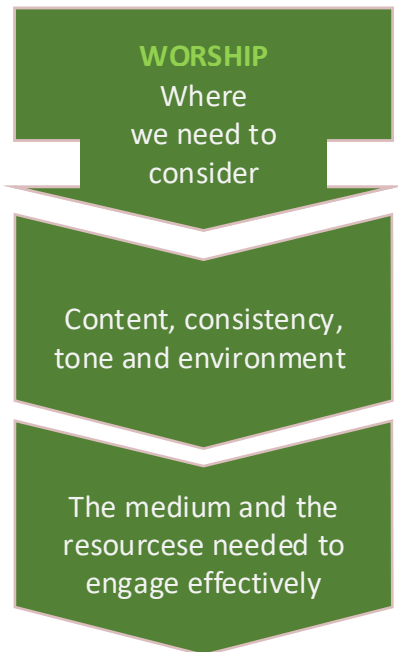
Decide the EVENT type

P1 Share Ideas, objectives & rough plans

P1 Get support & Approvals

P1 Draw up Detailed Plans

P1 Make it clear what's going to happen

P1 Know what's needed, the requirements

CHECKPOINT! - now you know what you need does anything need further or re-approval?

P2 Get the team ready, train & inform

P2 Go public who needs to know?

P2 Final decision on activities & content

P2 Nail down date(s), time(s) & location(s)

P2 Find people & things you need

CHECKPOINT! - we're committed and there's some serious stuff still to do. Are we really 'good to go'?

Assessments

RISK

HEALTH & SAFETY

P3 SAFE GUARDING

DATA GDPR DPA

Final Checks

Assessment demands met

Insurance & permissions in place

Any and all required testing passed

Credible plan Bs in place

CHECKPOINT! - looks like you're ready to go. Have a great event and don't forget to post the photos & videos?

EVENT Types

OPEN HOUSE
High Risk!

UNRESTRICTED PUBLIC EVENT
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
Medium Risk!

RESTRICTED PUBLIC EVENT
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
Lowish Risk!

RESTRICTED PRIVATE EVENT
Where The Shalom Network

- chosen to control who attends by not inviting 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

WORSHIP
Where
we need to
consider

Content, consistency,
tone and environment

The medium and the
resourcese needed to
engage effectively

WELLBEING
Where
we need to
consider

People's need &
readiness to receive

Equipment,
environment, health and
safety

Click to go back

Click for the EVENT Flowchart

MEETINGS
Where
we need to
consider

Our message, the
agenda, the audience
and attendees

The medium and the
resourcese needed for
the best results

The outcomes, what do
we need to get from the
meeting?

PUBLICITY
Where
we need to
consider

Our message and the
audience

The medium and the
resourcese needed to
make the best of the
opportunity

Click to go back

Click for the EVENT Flowchart

INSTRUCTION
Where
we need to
consider

People's need and
readiness to receive

Content, consistency,
tone & environment

Click to go back

Click for the EVENT Flowchart

ADVOCACY
Where
we need to
consider

Safety and wellbeing of
the advocate

Equipment,
environment, health &
safety

Click to go back

Click for the EVENT Flowchart

Let's get going - start the process

Click for the EVENT Flowchart

EVENT FLOW

PHASE 1

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.

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.

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.

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

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

Click for the EVENT Flowchart

EVENT FLOW

PHASE 2

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.

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

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

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

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

EVENT FLOW

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.
-

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