



Hosting an Event at KPC Checklist

Here's how to get started! Having an event at KPC is subject to appropriate KPC leadership approval and paperwork. Thank you for your patience and cooperation.

Have you filled out the correct paperwork?

- KPC General Facility Use Form** **General Kitchen Use Form**
Turn in your form(s) to Curtis Cook at least 2 weeks prior. Please include any usage/rental fees.
- Media Services Request Form** *(Turn in your form to Pam Piccolo at KPC.)*
- Childcare Room Request Form** *(Turn in your form to Tara Powell at least 2 weeks prior.)*

How will you promote your event?

KPC Connect (monthly informational publication)

1. Must have Department Director's approval to publish something in Connect. When you are unsure which department your event falls under, contact Gary Walter, Gathering Ministry Director x260 or email walterg@kpc.org. **NOTE:** Text is due several weeks prior to each monthly publication (see schedule).
2. In your request please include the following information:
 - a. Name of event
 - b. Description of the event – in the form of an invitation
 - c. Time of the Event
 - d. Location to meet for the event
 - e. Contact Person for more information
 - f. Text proof read and grammatically correct
3. Include ALL pertinent details but keep the article to 90 words or less.
4. *Connect* will be available at KPC throughout the entire month once printed.
5. Do not think news article, think "invitation to get people involved" and use simple language that everyone understands, even non-Churched individuals.
6. Articles will be edited at the discretion of the KPC media department.

Weekend PowerPoint slide

1. Must have Department Director's approval. When you are unsure which department your event falls under, contact Gary Walter, Gathering Ministry Director x260 or email walterg@kpc.org.
2. Once approved then contact Evelyn Wagoner (495-1913, ext. 254 or evelyn@kpc.org) with slides and information.
3. The slides will be shown at weekend services on the projection screen before service starts.

Welcome Center

1. Must have Department Director's approval. When you are unsure which department your event falls under, contact Gary Walter, Gathering Ministry Director (495-1913 x260 or email walterg@kpc.org).
2. Once approval is given then contact Chris Krimsier (495-1913, ext. 250 or email krimsierc@kpc.org) with information on how to promote the event and/or sell tickets.

Please contact the appropriate KPC ministry departments for assistance:

Ministry	Contacts	495-1913...
Facility Use	Curtis Cook, Facilities Manager	X 243
Gathering (worship, arts, weddings, funerals, baptisms/dedications)	Gary Walter, Director	X 260
	Kathy Daugherty, Assistant	X 272
Serving (serving KPC, Hampton Roads, & the Nations)	Dana Petrelli, Coordinator	X 270
Deeper (spiritual disciplines & growth)	Pastor Neil Ellison	X 282
	Linda Harrison, Assistant	X 230
Community (relational events)	Bill Gualdoni, Director	X 218
	Christina Hall, Assistant	X 214
Family (youth, kids, early childhood, parenting)	Margaret Duffy, Coordinator	X 299
	Deb Hill, Assistant	X 219
Media (computers, projection, sound, etc.)	Orlen Stauffer, Director	X 225
	Valerie Fay, Assistant	X 236