



# NLEC of Jacksonville's Event/Meeting Request Process

*A Church That's Raising the Standard*

8040 Lone Star Road; Jacksonville, FL 32211 904.425.3787

Bishop A. C. Richardson, Senior Pastor

Stanley Clay, Assist. Pastor

## EPM's Standard Process for Event/Meeting Request Submissions

The following guidelines will assist NLEC in ensuring events/meetings/programs are well organized, marketed timely, and presented in a professional manner when communicated to the church and general public.

### Four (4) Important Points to Remember When Submitting Your Event/Meeting Request Form:

1. Email your completed Event/Meeting Request form to: [EventPlanningNLEC@gmail.com](mailto:EventPlanningNLEC@gmail.com).
  - Please be sure to include both preferred and alternate dates for your requested event or meeting.
  - Also, ensure your request is approved by the Pastor of your auxiliary. If this event/meeting is not aligned to an auxiliary, your request must be approved by Pastor Stanley Clay, Assistant Pastor of NLEC Jacksonville.
  - Please be sure to Carbon Copy - CC the Director and/or Pastor, if applicable, on your email.
2. Upon receiving your event/meeting request form, EPM will review the church calendar for availability.
  - If your requested date(s) are available, your event/meeting will be added to the calendar and forwarded to PR for announcement.
  - If your requested date(s) are NOT available, EPM will notify you immediately via email and request alternate dates.
3. When your event/meeting requires assistance from other auxiliaries, please ensure you denote this need on the event/meeting request form. EPM will provide each auxiliary specified on the form a copy of your event/meeting request form.
  - Please note: In some instances, requested auxiliaries may not be available, due to scheduling/event conflicts and/or staff shortages.
4. Should you need need a table in the foyer to promote your event and a table for other purposes (e.g., bake sales, sign-up sheets, recruiting new auxiliary members, etc.), please be sure to include this information on your EVENT/MEETING REQUEST form.
  - EPM will coordinate with Building Maintenance, who will ensure requested tables are provided in the foyer. Tables will be available only on the dates approved/listed on the event/meeting request form. Afterwards, Building Maintenance will remove unauthorized tables.

#### Quick Notes:

- All ANNOUNCEMENT Request forms should be forwarded to [newlifenews8040@gmail.com](mailto:newlifenews8040@gmail.com)
- If your event/meeting impacts/changes the order of service, is offsite, or held on the same day as another auxiliary event/meeting, Pastor approval is required.
- EPM will monitor events submitted to ensure the event effectively meets NLEC's Event Standards (proper advertisement, project management, is on track for success, etc.)
- To ensure effective marketing and event participation, requests for EVENTS/PROGRAMS should be requested at least six weeks in advance of the event.

Submit all requests to:  
[EventPlanningNLEC@gmail.com](mailto:EventPlanningNLEC@gmail.com)