



## CCC LI Accountability System: Follow-Up/Follow Through

*5, 4, 3, 2, 1, GO*

Purpose: To establish a more clear and concise line of communication from leadership to department heads to supporting staff creating a smoother flow of task completion in a timely manner, ultimately increasing the efficiency and quality of our ministry accountability system, specifically in the area of special events and productions. Meetings to take place on Teams Video Conference, **except meetings 5 & 1.**

**Event/Production:** eSpace Approval from Leadership (PJ/Pastor) - 3-6 months prior to event

- Establish Project Manager (PM) for this particular event
- PM and Leadership Meeting on details (Date, Time, Costs)

*5 months before Event:*

**Follow-Up 5:** PM leads meeting with ALL other Affected Department Heads: **IN PERSON**

- eSpace adjust/confirm
- Detailed breakdown of Vision for Event/Production
- Delegation of tasks/responsibilities with Deadlines (2 months before event)
- Scheduling Separate Meetings/Rehearsals with Department heads (if needed) within the next 2 weeks

*4 months before Event:*

**Follow-Up 4:** PM leads meeting with ALL Affected Department Heads *and* Affected Volunteer/Paid Staff :

- Update on any changes of event/productions
- Check in with progress of tasks/responsibilities
- Open floor for any questions, comments, or concerns

*3 months before Event:*

**Follow-Up 3:** PM to check in with all Affected Staff for any follow-up

- Halfway Point!!!
- PJ/Pastor Update from PM
- Confirm Marketing and Registration if needed

*2 months before Event:*

**Follow-Up 2:** PM Checks in with All Dept. Heads

- PM Confirms all Department Head have met their deadlines
- Marketing and Advertising boosted

*1 month before Event:*

**Follow-Up 1:** PM Last meeting with ALL Affected Dept. Heads, Staff, & Leadership - **IN PERSON**

- Schedule Full Run-through
- 3 weeks before, full runthrough should be completed with Leadership present for feedback

*1 week AFTER from Event:*

**POST Follow-Up**

- Debrief on the outcome of the event, things that could be improved/adjusted

**Point Person for Training Support: Sirece Thomas**

**Availability: Monday-Friday, 7AM-3PM**

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*\*prefer email to schedule meeting\**

**Step 1:** Enter event(s) in eSpace 3-6 months prior to date

**Step 2:** Once 'Approved' or 'Pending Approval' Go to CCCLI Teams Meeting Tab

**Step 3:** Click + sign and add title your event

**Step 4:** Add Task and put "Project Manager: Jane Doe" Add date of event and assign yourself (*and your assistant if applicable*)

**Step 5:** Go to 'Schedule' and add your first Follow-Up 5 Meeting

**Step 6:** Go to MAIN CALENDAR on Teams and invite all necessary parties to Follow-up 5 Meeting

**Step 7:** During Meeting, follow above points and schedule Follow-up 4 meeting (*add bucket to assign tasks to department heads with deadlines*)

**Step 8:** Repeat Step 7 until Post Debrief Meeting completed

*\*If you are a Project Manager for more than one event within the next 3-6 months, please group them in each Follow-Up meeting with all affected parties. This is to prevent multiple meeting overlap. \**