

Event Planning Form - 2021

Ministry Hosting Event: Community Outreach

Ministry Emphasis: Discipleship & Fundraising

Name of Event: Global 6K for Water

Date of Event: May 22, 2021

Time of Event: 8:30am – 11:00am

Location of Event: Virtual for Participants / Leaders & Volunteers at NCBF church site

of Attendees: 100+

Description: 6k walk, run, aerobic session

Budget: Registration Fee: **\$50** / Website Update: **\$?** / Volunteer Appreciation Gifts: **\$150** / QR Code: **\$60**

NCBF Resource Request (*Select all that apply & add detail within event particulars and or timeline*)

- | | |
|--|---|
| <input checked="" type="checkbox"/> Event Setup Assistance | <input checked="" type="checkbox"/> NCBF Social Media Ministry Live Recording Request |
| <input checked="" type="checkbox"/> Access to Sanctuary | <input checked="" type="checkbox"/> Access to Children's Church Building |

Event Particulars: 100% Virtual Event. (a) Able participants will select their own route & time (b) 1.25 hour Virtual Aerobic Session led by Kenyatte (low-mid impact levels) that can be done at home. All participants (at home or on route) can participate in the warm up on 5/22/21. Considering pre-recording a warm up for those who walk/run before or after 5/22/21. The Virtual Session will be led at NCBF in the parking lot (children's building if inclement weather). Request the assistance of the Social Media Ministry to Broadcast Live on NCBF website like (Sunday Service & Bible Study). We will need wireless earpiece mic for Kenyatte and a wireless mic for Pastor for welcome & announcements. Will also use some volunteers to work out with Kenyatte to show exercises at different levels. Request 2 tables & 6 chairs.

NCBF Advertisement Request (*Select all that apply & include deadline(s) on timeline*)

- | | |
|--|---|
| <input checked="" type="checkbox"/> NCBF Calendar | <input checked="" type="checkbox"/> NCBF Website |
| <input checked="" type="checkbox"/> NCBF Public Facebook Page | <input checked="" type="checkbox"/> NCBF Family Facebook Page |
| <input checked="" type="checkbox"/> NCBF Email Blast | <input checked="" type="checkbox"/> NCBF Sunday Announcements |
| <input checked="" type="checkbox"/> NCBF Instagram | <input checked="" type="checkbox"/> NCBF Twitter |
| <input type="checkbox"/> Require a Zoom Link | |
| <input checked="" type="checkbox"/> Shepherds Announce During Monthly Calls | |
| <input checked="" type="checkbox"/> Deacons & Deaconesses Announce During Weekly Calls | |

Event Timeline: [Click or tap here to enter text.](#)

2/17/21: Register NCBF as a World Vision Host Site

- 2/17–5/11: Participant Registration Open
- 2/21: Update NCBF 6K church webpage (include prep resources & app suggestions)
- 2/21: Add to NCBF church calendar
- 2/21: Create QR code for advertisement
- 2/22: Email previous participants with flyer and registration link
- 2/27: E-Blast to NCBF members including flyer (request members to share flyer with family, friends, on personal social media, with membership organizations(ex. TAAA), etc.
- 2/27: Post on all NCBF Social Media Platforms (Facebook (public & family pages), Instagram, & Twitter)
- 2/28 – 5/16: Add to church announcements
- 2/28 – 5/16: Shepherds, Deacons, & Deaconesses announce during weekly and monthly member check in calls
- 3/1: Pastor to share event flyer with other Pastors & at the Southern Baptist Convention /Meetings
- 2/26: Post to free run sites
- 2/26: Post on various Facebook groups (run groups, social groups, etc.)
- 2/26: List on the Next Door site
- 2/27: Submit request to list on the city of Tracy public page
- 3/1: Submit request to Tracy & Jefferson Unified School Districts to advertise in school newsletters
- 3/1: Submit request to the Tracy Chamber of Commerce to post on their website
- 3/5: Place posters in local businesses (add QR code)
- 3/8: Create hashtags for instagram & twitter for participants to capture their participatin, send pics of apps capturing the completion of their walk, selfies during workout, etc.
- 5/19: Email registered participants to confirm event details (request participants to use hashtags)
- 5/21: Email registered participants with last reminder & encouragement (request participants to use hashtags)
- 5/22: **Event Day**
 - 7:00am Zoom & Event Set Up
 - 8:10am Welcome
 - 8:15am Warm Up
 - 8:30am 6K Aerobic Session Begins
 - 11:00am Event Concludes
- 5/30: Volunteer Recognition immediately following Sunday Service
- 6/7: Compile participant photos captured during 6K

Please select if ALL flyers are attached