Guide to Planning Events and Small Projects

If you are planning an event or starting a small project, for example a community spring fayre or setting up a lunch club, this guide is for you.

	Process	About the process	To do/useful links **Outcomes**
1	**Be absolutely clear about 'what' is to be achieved.**	Talk to other people to check the project is feasible by evaluating alternative solutions and courses of action. This exercise will also give clarity to the reason for the project. Be clear about what is excluded from the project, it is easy to digress.	Document what the project is to achieve, its purpose, why it should be done and by when. This document will not only provide a focus but will be useful when; - drawing in others, - seeking permissions, - requesting funding.
2	**Work out 'how' you will make the what happen**	Form a small team of people bringing a variety of skills, gifts and knowledge. Consider working in partnership with other local churches, networks, community bodies, or nationally, etc.	Assign someone to oversee the project who will plan and co-ordinate. The person who makes sure the tasks get completed on time. Discover peoples strengths, skills and knowledge to use later when assigning tasks.
2.1	Develop a sense of what is involved and the deliverables	As a team explore in depth planning and ideas such as: - what the completed project will provide, - resources required to achieve this, - a plan/strategy of what to do. - timescales to work within, - anticipated costs - possible financial partners/grants.	Update your original document (item 1) adding details of the scope of the project, costs and timescale. Assign each identified task to a team member with do by dates. *Don't forget the important areas listed at the end.* Remember to apply in good time for any licenses or permission you may require.
2.2	Hold regular project progress meetings.	Each time you meet include the following in your discussions. 1. Check existing plans are still accurate. 2. Update on task progress. 3. Identify current and possible problems and solutions. 4. Expenditure – is it on track? Is funding in the bank? 5. Communications	Everyone is kept up to date with progress, is aware of the order tasks to complete. There is shared ownership. Between meetings the project coordinator can liaise with the team, especially regarding crucial deadlines for tasks, (e.g. permissions).

3	**Communication**	This is a task someone needs to be responsible for; they can of course share the workload. 1. Do you need to promote the project outcome? 2. Is your audience specific (church goers, school children), or the general public. 3. What existing communication channels you can use? 4. When spending money on communication be sure you will achieve what you are expecting.	Have clear communications, get the detail right. Will you need a poster of flier put together? Who do you know who can help? Create a list of email addresses for those you can inform using this quick inexpensive method.
4	**Budgeting**	This is a task someone needs to be responsible for. From the task list you will have identifies costs. Remember costs may be incurred for services, not just purchases.	Monitor expenditure the same as you do the tasks to ensure keeping on track.
4.1	What is your budget or do you need to fundraise or seek a grant?	Keep a track of promised funds - what is actually available and when. Is there a timetable for grant applications? Will you be selling tickets/goods etc?	If you are receiving income from a grant/fund; check out the banking and reporting arrangements required. Decide on cash handling or security you'll need in place. Will you need a 'float' from a Treasurer or PCC? Check you know what receipts and reporting they need.

Important Areas to Consider and Useful Links

Health and Safety   http://gloucester.anglican.org/safeguarding

Insurance   http://www.ecclesiastical.com/churchmatters/news-and-faqs/faqs/events/index.aspx

Licenses   http://www.gloucester.gov.uk/business/licences-and-permits/entertainment-and-alcohol/Pages/Personal-Licences.aspx
(e.g. sale of alcohol)   http://www.gloucester.gov.uk/business/licences-and-permits/entertainment-and-alcohol/Pages/Temporary-Event-Notices.aspx

Safeguarding   http://gloucester.anglican.org/safeguarding

Practical Support for Voluntary Groups   http://www.gavca.org.uk/practical-support/#.Vz8TlXzmqCg

See other church and community projects   http://www.how2help.net/home/full-report/projects

Community Engagement – variety of resources   http://www.onyourdoorstep.org.uk/

Diocese of Gloucester - variety of resources   http://www.gloucester.anglican.org

For large projects especially those involving significant spend you will benefit from greater knowledge about the practices of project management. I recommend the book 'Teach Yourself Successful Project Management in a Week' by Martin Manser. It is written in a way that enables the reader to apply what they learn.

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