

Event Planning at Common Ground Northeast

In order to host an event at Common Ground Northeast, please follow these steps:

1. **Submit a Facility Use Application.** This is available at <https://www.cground.org/northeast-events>. Please do this at the beginning stages of planning your event and at least 6 weeks in advance in order to allow time for staff coordination and to solidify a communication plan.
2. A staff member will contact you to let you know the availability of the rooms you have requested. Work with the staff member to **answer the following questions**. These are helpful to think through as you plan your event:
 - Budget
 - Are you purchasing items for the event? If so, how will they be paid for? Do you need the church's tax exempt certificate?
 - Are you providing childcare for the event? If so, how will the workers be paid?
 - Are you charging for the event? If so, how much and how will you collect money?
 - Communication Plan
 - Who is your target audience for the event?
 - How will you want your event publicized? (website, Sunday mornings, email, etc.)
 - Registration
 - Do you need to know how many people are coming?
 - Will you need childcare registration?
 - How much time do you need to purchase items, arrange childcare, and communicate details with your attendees?
 - What will be your deadline for registration? (Recommended to be at least one week before for events with no childcare and at least 10 days for events with childcare)
 - How will you communicate registration confirmation, reminders, and further details about your event to your attendees before the event?
 - Building access
 - Who will be responsible for unlocking and locking the building?
 - Do you need early access to set up?

The staff is here to help you so you can have the most successful event possible! Here is a break-out of responsibilities so you know who to contact:

Event Planning and Building Use: Vanessa Wilkins, vanessa@cground.org

Communication and Registration Forms: Ian Morley, ian@cground.org

Childcare and Finances: Jody Lukowiak, jody@cground.org