**Procedure for TPC Men’s, Women’s or Youth Events inviting TPC, Jerra & QPC**

1. *Initial planning and costing*
* Develop an initial plan for the event within the TPC group or members. This includes developing a broad purpose for the event and activities, lead organiser/s, date/s, and event schedule
* Propose event budget and costing plan (e.g. full cost recovery from participants or subsidised by TPC).
1. *Risk assessment*
* Organiser and event helpers develop the Risk and Safety requirements (for Insurance cover) based on previous TPC forms or the PCNSW online templates.
* Low risk events require ‘Hazards Analysis’ and ‘Church events WHS checklist’.
* Medium to High risk events require ‘Hazards Analysis’, ‘Church events WHS checklist’, ‘Risk Warning Forms A&B’ for all participants and parent consent for under 18’s, ‘Pre-event safety brief’.
1. *Session approval of activity and COM approval of budget.*
* Organiser emails plan and risk forms to Session for approval of the event, before COM (Treasurer) consider/endorse the costing plan (email: allelders@tpc.org.au; allcom@tpc.org.au). (Timing – at least one month prior)
* Organiser books facilities and/or services only after Session and COM have provided approval with any guidance on planning.
1. *Communication*
* Organiser advertises early (preferably 3 – 4 weeks in advance) in the Bulletin, email invitation of event to ‘Koinonia’, announcements at Services, personal invites, and email reminders to ‘Koinonia’ just prior to the event. (email: koinonia@tpc.org.au; andrew@jerra.church; rwtmcmullan@gmail.com )
1. *Post-event*
* Event organisers to seek reimbursement of pre-approved items from COM Treasurer (where appropriate).
* Organisers to review activity to see what worked, what didn’t work and what we could do differently next time.