

Your role as an events director is to work with the chapter leadership board to determine what events the chapter will sponsor, and provide event planning support and direction to the service teams.

What will the events director do?

The events director may organize a variety of events and meetings as needed. An events director may do any or all of the following:

- Develop plans to recognize chapter leadership board members and service team volunteers.
- Plan volunteer gatherings such as; recognition events, volunteer leader training, member social and education events and the annual election.
- Provide guidance and expertise to service teams in planning projects and events.
- Design and set up displays at events in cooperation with the communications director.
- Assume responsibility for visibility-creating activities.
- Be an ambassador for Thrivent Financial; reach out and involve more people in chapter activities.

Resources to help you get started

The Community Engagement Team (CET) will provide direction and guidance for you. Become familiar with the following resources so you will have the background on chapters before you lead an event.

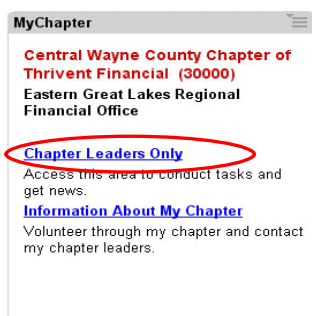
- Visit www.thrivent.com > Thrivent Community > Chapters for information on the chapter works, check the activity level of your chapter and more.
- Chapter Events Planning Checklist on page 2 of this guide.
- The Visibility Toolkit, available on www.thrivent.com > Thrivent Community > Chapters.

Chapter Leadership Administration

To access Chapter Leadership Administration, go to www.thrivent.com in the MyThrivent tab. Type your **User ID** and **Password** in the blue box on the upper right and click **Log In**. *Note: If you're visiting Chapter Leadership Administration for the first time, click "Register" to get a User ID and Password.* In the **MyChapter** box, click **Chapter Leaders Only**.

The Administration Menu can also be accessed via www.thrivent.com > Thrivent Community > Chapters > Volunteer Resources > For Chapter Leaders.

Some tasks you might do from this area include:



- View activities and program funds available.
- Enter/update chapter leaders or congregational volunteers.
- Request activity funding and report results for Care program activities.
- Report locally supported activity results, including chapter board meetings.
- View/print reports and listings.
- View Community Service Team members.
- Order chapter supplies.

Stay Informed

Chapter Leader News is the official information source for chapter leaders. Available on the [For Chapter Leaders](#) page of Thrivent.com, it includes up-to-date information.

For additional resources, visit **Ask CHIP! Chapter Information Place** at www.thrivent.com > Thrivent Community > Chapters > Volunteer Leader Resources.



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Internet Security

Protecting member information is a responsibility that Thrivent Financial for Lutherans takes very seriously. Our security ensures that only the people with the appropriate authorization receive access to certain information. Through a registration process, members establish a user ID and password needed to enter certain areas of the website.

Your User ID and password identify you as a member and chapter leader and give you access to Chapter Leadership Administration. The password is created online and used immediately.

Questions? The Member Connection Center is available to answer your questions.

- ◆ Call **800-THRIVENT** (800-847-4836) and say "Fraternal" between 7 a.m. and 9 p.m. Central time, Monday–Friday or email fraternal@thrivent.com

Chapter event planning checklist

A good rule of thumb is to begin planning at least 90 days before the event.

90 days prior to the event:

- Determine the date for the event and develop a timeline. Consider holidays, church, community and sports events and seasonal travel issues when selecting a date.
- Determine the budget including costs for site rental, food, equipment and speaker fees.
- Determine the location for the event. As you think about this, consider the following factors:
 - Number of people expected to attend.
 - Type of activity.
 - Computer and AV equipment needs.
 - Refreshment and meals needed.
 - Space for breakouts, displays & registration.
- Schedule the event. Be sure to get the specifics of time, date, number of meals, refreshment breaks, costs and billing process in writing.

60 days prior to the event:

- In order to attract the most people to your event, establish a communication process with key stakeholders such as the Community Engagement Team (CET), the Regional Financial Office (RFO) staff, chapter leaders, guest speakers and facility contact.
- Determine who will lead the event (e.g., will you need an instructor, a facilitator, or a representative from the RFO?). Develop a backup plan in case the leader is unavailable at the last minute.
- Publicize the date and event using the chapter mailing service.
 - For information about this service, visit www.lutheransonline.com/lutheransonline/chapters/newsletterguidelines.html.
 - Be clear about who the event is for and the purpose. (Is it training, recognition or social?)
 - Include details about the agenda and any special activities.
 - In addition to the invitations, consider using chapter websites, bulletin inserts and emails.
 - Consult the Visibility Toolkit referenced on page one for more ideas on how to publicize your event.
- Determine if an evaluation will be done at the event or afterwards via a special mailing.
- Determine additional supplies (handouts, member kits, paper, pencils, nametags) needed.

30 days prior to the event:

- Send invitations for the event. Indicate name and RSVP date, and details such as the agenda, directions to the facility and any pre-work participants should complete.
- Determine actual count and communicate that number to the banquet manager.
- Determine what supplies (handouts, paper, pencils and nametags) are needed and order them. Check the order for accuracy as soon as it arrives.
- Make sure the facility has a podium and handheld or lavalier microphone(s).
- Inform or invite any others impacted by the event.
- Arrange for additional publicity as needed.
- Recruit volunteers to assemble packets and staff the registration table. With their help, develop a tip sheet for the day of the event including any special arrangements, messages, parking and emergency care that may be needed.

15 days before the event

- Create the final agenda(s) and confirm all guest speakers/presenters. Give biographies to the group leader or master of ceremonies.
- Send attendees a confirmation notice or reminder.
- Confirm room setups, refreshments and meals.
- Check on flipcharts, markers and tape. Confirm audiovisual and computer equipment needs.
- Copy and assemble materials/packets with the help of your recruited volunteers (above).

Day of the event

- Check equipment and room arrangements.
- Reconfirm registration table and setups.
- Deliver packets to registration area.
- Welcome guests/participants to the event.

After the event

- Send thank you notes to those who helped make the event successful.
- Document your learning's so that the next event is even better.