

CHECKLIST

Signage and Display Elements

Graphics or display elements MUST BE APPROVED by the Good Shepherd Communications Ministry at least one week prior to your scheduled exhibit date.

Email these approval requests directly to communications@goodshepherd-naperville.org.

Collection of Item Donations

Exhibitors are responsible for regular removal of items collected in your bins. Avoid overflowing bins. Displays should be monitored daily. You may contact the main office to find out if you need to remove items from your display. All items must be removed within two days of closing your display.

Clean Up

Ministry leaders agree to clean up exhibit space after Sunday services by 1:30. Leave provided sign holders and other items on the table (no need to break down table). Remove your items and discard trash. Kindly leave the space the same way you found it.

Collection of Money

If money (cash or checks) is collected, please make arrangements with Finance department as appropriate. Payment collections via displays are allowed only during times when the Connect Center or Narthex Tables are manned. Exhibitor is responsible for submitting all payments in a marked envelope (contact name, ministry or event) in the Connect Center drop box, immediately to the left of the Administration door (after hours payments can also be made in the drop box). *If you have questions or need to submit relevant data, contact the staff representative for your ministry.*

Collection of Data

Ministry leaders/exhibitors are responsible for submitting the data resulting from Narthex Table Displays or Connect Center. This will allow us to update our master database, if appropriate. *If you have questions or need to submit data, contact your staff ministry leader.*

Thank you for your service and dedication to the ministries of Good Shepherd.

These guidelines are provided for you to help plan your Narthex Display (a.k.a. exhibits).

Thank you for your cooperation in adhering to these guidelines in line with our strategic communications plans.

REGULATIONS

- Exhibits must represent the vision and/or values of Good Shepherd.
- Space locations are assigned by the exhibit team at Good Shepherd.
- To set up collection of payments, please contact Finance at fecht@goodshepherd-naperville.org.
- Exhibits must be manned by a live person from the requesting ministry before and after church services.
- No ministry may set up or take registrations without prior approval.
- To cancel your exhibit space, please email communications@goodshepherd-naperville.org by noon on the Friday before your scheduled exhibit date.

YOUR EXHIBIT SPACE

Your table will be ready the Friday before scheduled weekend services. Your space includes:

- 1 table (black high table)
- 1 clipboard with pen, if needed (exhibiting ministry creates their own forms)
- Money box for collection and envelopes for submission (if applicable)
- Lanyards/nametags (if applicable)
- Collection bins for donations (if applicable)
- One 8.5x11 acrylic sign holder with a sign provided by Good Shepherd (template design)

CONNECT CENTER SIGNUPS

These regulations also apply to any Connect Center signups without a table display.

CONTACTS:

Office Administration

adminteam@goodshepherd-naperville.org

Sheila Ray, Communications

communications@goodshepherd-naperville.org,

Jeannine Allen, Worship Administrator

allen@goodshepherd-naperville.org

April Fecht, Finance

fecht@goodshepherd-naperville.org

Now these are the gifts Christ gave to the church: the apostles, the prophets, the evangelists, and the pastors and teachers. Their responsibility is to equip God's people to do his work and build up the church, the body of Christ. This will continue until we all come to such unity in our faith and knowledge of God's Son that we will be mature in the Lord, measuring up to the full and complete standard of Christ.

-- Ephesians 4:11-13, NLT

GOOD SHEPHERD VISION:

To reach and transform spiritually distracted people so we all love and serve God.

CORE VALUES:

Prayer is intentional. Relationships are caring. Kids matter. Worship is passionate. Teaching is biblical and transformational. Spiritual growth is expected. *Generosity is a way of life.*