

# Planning your Event



For your event to be a success you need to invest time in the planning process.

**Step 1 – Get the support of your church or organisation or as an individual commit to planning an event.**

**Step 2 – choose the type of event, date and venue**

There are a myriad of ideas for events you could organise to support Music Sunday. From a simple collection at the end of a service to hosting your own Songs of Praise event, work out what will work well for you. Select a venue and date – the official Music Sunday date for 2019 is 16<sup>th</sup> June but you can vary the date to fit local needs.

**Step 3 – Register your event with the RSCM**

You can register your event either by using the online registration form or by downloading a form and emailing or posting it to us. We want to shout about Music Sunday – telling us about your event will help us publicise the whole of Music Sunday. Request Gift Aid forms if applicable (see separate guidance).

**Step 4 – Plan your event in detail**

Make sure you plan the whole event out in advance. It is a good idea to draw up a timeline of what will need to happen when. As well as the logistics on the day, this includes the resources you will need and publicity material. There are lots of resources on the website to help you. Depending on the nature of your event, you may need to draw up a budget.

**Step 5 – Promote your event**

Tell your congregation and community about your event – use traditional as well as social media. Make sure you use the RSCM Music Sunday logo on promotional material as well as service sheets, concert programmes etc. Explain with passion why music is such an important part of worship and invite others to join you in supporting it. Actively involve others in publicising the event for you – word of mouth is still such a powerful tool in this digital age.

**Step 6 – After the event**

Please let us know about the success of your event using our feedback form which is available as a download to be posted or e-mailed to us. Alternatively, it will be available as an online form from the beginning of June. Your feedback will help us report to the wider world about the success of Music Sunday and will provide ideas and guidance when planning future Music Sundays. Your donation can be paid into the RSCM either by sending a cheque payable to the Royal School of Church Music to the address below or by bank transfer (details available on request).

Music Sunday  
RSCM  
19 The Close  
Salisbury  
SP1 2EB

**Please note that Music Sunday events are supported by the RSCM but all responsibility and arrangements for the event remain the organisation or individual concerned.**