CONFERENCE & EVENT
TIER SYSTEM

New Orleans Baptist Theological Seminary

TIER 1

Description:

- **Institution-wide Event**
- **VP of Business Administration Involved**
- **150+ Attendees**

Conference Coordinator Responsibilities

Event Approved
- Speakers
- Stage Presence

Add to Campus Calendar

Meet with Conference Host

Marketing (*see marketing timelines*)

Merchandise (*see merchandise packages*)

Brushfire Registration Page

Fill Out/Inform
- NOBTS SWAG Order (see catalog)
- Registration Assistance Request
- Facilities Event Form (*set up*)
- Media Request
- Café New Orleans Order
- Cafeteria/Catering Order
- Inform Campus Police
- SM, Photography, & Video Request
- VIP Guest Housing Request
- Inform PGH

Purchasing

Exhibitors/Sponsors Approved (*see packages*)

Oversee Day Of

Follow Up Survey

Conference Host Responsibilities

Create Event Schedule

Identify
- Speakers
  - Plenary
  - Breakout
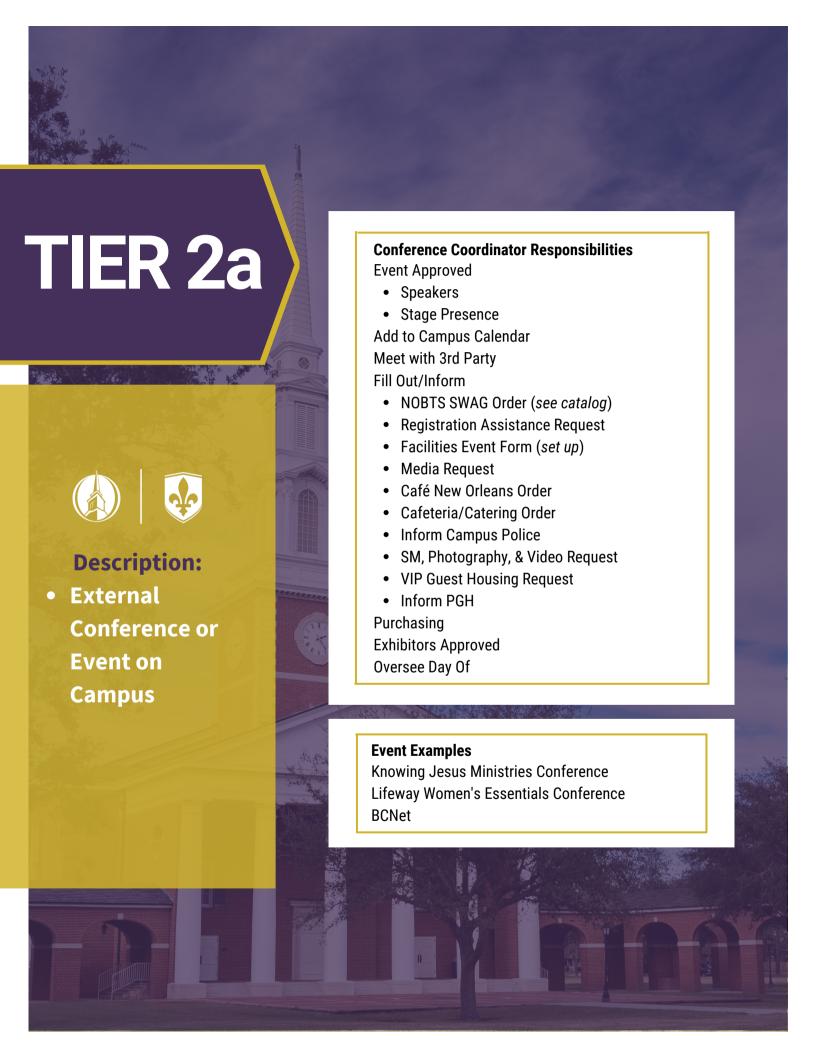- Worship Leader
- Sponsors (*see packages*)

Build Volunteer Team

Event Examples

Prepare Here

Abide

Defend

Hispanic Conference

TIER 2a

Description:

- **External Conference or Event on Campus**

Conference Coordinator Responsibilities

Event Approved
- Speakers
- Stage Presence

Add to Campus Calendar

Meet with 3rd Party

Fill Out/Inform
- NOBTS SWAG Order (*see catalog*)
- Registration Assistance Request
- Facilities Event Form (*set up*)
- Media Request
- Café New Orleans Order
- Cafeteria/Catering Order
- Inform Campus Police
- SM, Photography, & Video Request
- VIP Guest Housing Request
- Inform PGH

Purchasing

Exhibitors Approved

Oversee Day Of

Event Examples

Knowing Jesus Ministries Conference

Lifeway Women's Essentials Conference

BCNet

TIER 2b

Description:
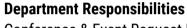
- **Campus Event Put On By Individual Departments**

Conference Coordinator Responsibilities

Event Approved
- Speakers
- Stage Presence

Add to Campus Calendar

Meet with Individual Department

Brushfire Registration Page

Fill Out Forms (*if agreed upon*)

Exhibitors Approved

Department Responsibilities

Conference & Event Request Form

Meet with Conference Coordinator

Fill Out/Inform
- NOBTS SWAG Order (*see catalog*)
- Facilities Event Form (*set up*)
- Media Request
- Café New Orleans Order
- Cafeteria/Catering Order
- Inform Campus Police
- SM, Photography, & Video Request
- VIP Guest Housing Request
- Inform PGH

Create Event Schedule

Identify Speakers (*must be approved*)

Build Volunteer Team

Marketing with Communications (*see timelines*)

Purchasing

Exhibitors (*must be approved*)

Oversee Day Of

Event Examples

Admissions Events

Student Life Events

Caskey Conference

TIER 3

Description:

- **External Meeting or Student Event on Campus**
- **Primary Need** = **Meeting Space**

Conference Coordinator Responsibilities
Event Approved
Identify/Reserve Event Space
Add to Campus Calendar
Fill Out/Inform
- Facilities Event Form (*set up*)
- Media Request
- Inform Campus Police

Event Examples
Student Led Worship Night
Head Start Meeting
Birthday Party