



CONFERENCE & EVENT TIER SYSTEM

New Orleans Baptist Theological Seminary

TIER 1



Description:

- Institution-wide Event
- VP of Business Administration Involved

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

Submit Requests

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

Purchasing

Exhibitors/Partners Approved (*see packages*)

Oversee Day Of

Follow Up Survey

Conference Host Responsibilities

Create Event Schedule

Identify

- Speakers
 - Plenary
 - Breakout
- Worship Leader
- Partners (*see packages*)

Build Volunteer Team

Event Examples

Abre mis Ojos

Abide

Defend

TIER 2



Description:

- Campus Event put on by Individual Department

Conference Coordinator Responsibilities

Event Approved

- Speakers
- Stage Presence

Add to Campus Calendar

Meet with Department

Marketing (*see marketing timelines*)

Merchandise (*see merchandise packages*)

Brushfire Registration Page

Submit Requests

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

Exhibitors/Partners Approved (*see packages*)

Conference Host Responsibilities

Submit Event Request

Meet with Conference Coordinator

Create Event Schedule

Identify Speakers (*must be approved*)

Exhibitors (*must be approved*)

Build Volunteer Team

Purchasing

Oversee Day Of

Event Examples

Department Events

Contend

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

Submit Requests

- Facilities Event Form (*set up*)
- Media
- Campus Police

Event Examples

Student Led Worship Night

Game Nights

Birthday Parties

3rd Party Event



Description:

- External Conference or Event On Campus

Conference Coordinator Responsibilities

Event Approved

- Speakers
- Stage Presence

Add to Campus Calendar

Meet with 3rd Party

Submit Requests

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

Purchasing

Exhibitors Approved

Oversee Day Of

Event Examples

Franklin Avenue Bible Studies

3rd Party Meetings

BCNet