



City Impact Atrium Space Guidelines

as of 8/15/2022

Context:

City Impact requested dedicated space in the Atrium as an experiment over the next several months for the 10 cities to reserve approximately 3 times each. The first week this is available is August 28. Coordination of the reservation of the table will be managed by City Impact Staff.

Location:

A table with Communications Department-designed signage where the cookie counter was previously; to the right of the entrance of the KidsQuest entrance, on the Atrium Café side. (Details about the physical space are outlined below).

Purpose:

- Bring attention and awareness to the congregation about City Impact as a whole
- Provide a space for CI leadership teams to connect to, and meet members who are not yet involved in their city
- Provide a space for CI leadership teams to engage and involve members in special events & opportunities

Scheduling:

Reservations must be made at least two weeks in advance via this [reservation request form](#), routed automatically to Mandy Le. Mandy will coordinate the use and deconfliction of space with the cities requesting reservations, communicate confirmation back to the requesting team, and post in [the calendar](#) which team(s) will be at the table on which days.

- Each city will be able to request 3 times (non-consecutively) during the pilot. This will allow all cities to have opportunity to utilize the space.
- If 2 cities want to reserve the same weekend, the ability to share the space between the 2 cities will be at the discretion of the first city that requested reservation, mediated by City Impact staff.
- There are dates that the space will be reserved for a churchwide CI need (All call), and thus will not be available for individual City reservation. Please refer to [the calendar](#) to check date availability prior to submitting a request.

Guidelines:

- When reserved, at least 1 member of that CI Leadership team must commit to be present between services (10:10 to 10:50am) and after the 2nd service (12- 12:30). These times represent an overlap with the beginning and the end of the services, to ensure there is someone at the table when services let out.



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- This volunteer does not have to be able to answer all questions about City Impact, but rather:
 - Be able to help people who visit the table make a connection with someone from the team
 - Be willing to take notes on follow-up questions that need to be answered, and
 - Ensure follow-up is completed.
- The space should be used to promote the overall vision, and City Impact initiatives in your city. While an established opportunity with one of our nonprofit partners can be featured, the City Impact space cannot be used to promote the nonprofit itself.
- The space reservation cannot conflict with a church-wide event.
- The space may not be used to promote personal businesses or ministry.
- Use the signage provided. If you need additional items, please work with the CI staff.
- In addition to the stated purpose for your city's reservation, you should have the following to engage with visitors to the table:
 - Be able to direct people to the upcoming events and opportunities; be able to communicate lay leader positions that need to be filled, etc.
 - We'd like this to be in the form of a dedicated IPAD that's on the City's webpage or directly to your team's email, or to an "opportunity" we can help you set up for people to request to be added to your newsletter, etc. We are working with IT presently to make this happen.
 - A method to track questions that require a follow up response (tactical details TBD – trying to make this as paperless as possible. – see IPAD options above)
 - City Specific Rave Cards with the QR Scan for that specific city code (designed and provided to the teams by Communications, but the responsibility of the specific city to bring for that day.) There will be space on the back to write notes and be handed out to guests. These can be used to provide the visitor with a personal contact of the CI leadership team member they met at the table, a way to remind people of a specific upcoming event details that they were interested in, etc.

Best Practices:

- Be strategic about your reservations. Have an upcoming event happening in the next few weeks? Use the visibility to encourage participation and inviting your neighbors to come along.
- Use the connection time to assist guests get their Perimeter app downloaded, get connected in their cities' social media, navigate the website, etc.



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- Make sure your City Impact webpage is up to date with the correct information
- Wear your Love Your City Shirts! (If you don't have one, we'll get you one!)
- Coordinated drop-offs of supplies are ok – but the table may not be used as an unmanned drop-off point. Any sort of systematic drop-off (even manned) should be coordinated with the associated ministry lead.
 - Example: City food drive best practice is for cities to host those events in their cities/neighborhoods, etc., and use as an opportunity to engage the community around you, and then delivered to the nonprofits that serve your city. Dropping off food drive donations at the church for your city is not best practice and should be done as an exception when circumstances necessitate, not as the rule.
- If you have a question, please ask your City Impact Staff! We're here to help!

Atrium Space Resources designed by Communications:

The CI space will already have the following available for all members:

- CI branded fitted tablecloth
- CI Playbooks (CI 101)
- Sign announcing your City's presence
- City-Specific 3x3" "Rave Cards" for handing out to visitors, with QR Codes to the City Specific website on the front, and an area on the back and writing personal messages on the backs – giving out your cell, or highlighting an upcoming event details/date/time
- A tent-card table sign for during the week...that says "Your **Impact #CITY NAME HERE Team** will be here THIS SUNDAY after each service. Come connect with your city! Have you downloaded your Perimeter App? (QR code)
- Use the signage provided. If you need something else, please work with the CI staff.