



EVENT ADMINISTRATOR (EA)

You have accepted the call to serve as Event Administrator for a Dunamis event or Track. A Dunamis Track typically includes 6 projects over 2–3 years. Ideally, you’ve completed a full Track, attended an Exousia event, and are a current member of Dunamis Fellowship International. Please review and submit the [DFI membership form](#).

This is a key spiritual role requiring wise stewardship and strong communication with your Track Director. It’s often a spiritual battleground—consider inviting a personal Intercessor to support you. Much of the work is shared with the DFC Ministry Coordinator.

The first project is the busiest. Once venue, caterer, and accommodations are set, they’re usually reused for future events. If you have questions, reach out to your Director or the Dean of Events & Leadership. We—and the DFC Board—are praying for you.

Role description:

- ☐ Attend meetings called by Track Director (TD) or DFC Ministry Coordinator. Take notes.
- ☐ Research, book and liaise with: Venue, Caterer, Accommodations before, during and after each event.
- ☐ Respond to phone/email questions regarding registration, accommodation, cost of meals etc.
- ☐ Liaise with DFC Ministry Coordinator for deposits, payments, advertising, feedback before and after event(s).
- ☐ Liaise with DFC Ministry Coordinator for communicating to team members and participants of event(s).
- ☐ Support the leadership team to make timely decisions to readjust/cancel if numbers are low.
- ☐ Assign rooms to registrants. Advise the DFC office when rooms are claimed so the website can be adjusted.
- ☐ Coordinate with Hospitality Lead or be prepared to cover these duties if no one is assigned to this role.
- ☐ Liaise with Track Director/Leadership team and registrants at the event.
- ☐ Scan and send receipts/full addresses for reimbursements for all team members following the event.
- ☐ Mail donations, prayer appointment sheets, book purchases etc. to the office within two weeks following the event.

Questions?

Jane Graff
Dean of Events & Leadership
780-446-7370
jane@dfcanada.org

Patti Tan
Ministry Coordinator
519-821-3603
patti@dfcanada.org



Event Administrator (EA) Duties

6 Months Before (for Project 1 only)

- ☐ Team meetings - pray, plan, and build relationships with team members. Decide on dates/times for ALL events.
- ☐ Communication – establish a method and schedule of meetings with TD and DFC Ministry Coordinator.
- ☐ Research and book venues, accommodations, and caterer. Liaise with DFC ministry coordinator re: contracts, insurance, and deposits.
- ☐ Provide relevant information to DFC Ministry Coordinator for website: venues, cost, teachers.
 - Onsite Costs - single, double, ensuite & shared accommodations which includes meals, snacks, facility fee
 - Commuter Costs - meals, snacks, facility fee
 - Note if facility allows outside food
 - Teachers – contact info
 - Local contact information
 - Deadline for booking hotel rooms
 - Venue location/web link
 - Date of event
 - Event Schedule

3 Months Before (for all Projects but mostly 2-6)

- ☐ Team meetings - continue to pray, plan, and build relationships with team members.
- ☐ Provide relevant information to Ministry Coordinator for website, save the date, postcards, announcement slides and next event advertising. (See above for onsite costs etc.)
- ☐ Book venue, hotel and caterer as needed.
- ☐ Send relevant venue info to DFC ministry coordinator re: contracts, insurance, deposits.
- ☐ Teachers - travel/accommodation arranged; contact info provided to DFC office.

1-2 Months Before

- ☐ Registration - Update leadership team of numbers and any issues. Ensure team members have registered.
- ☐ Accommodation rooms - Assign to registrants. Advise DFC office as rooms are claimed so website can be adjusted.
- ☐ Accommodation/Hotel – cancel unclaimed rooms, update hotel on needs of registrants.
- ☐ [Hospitality Lead Duties](#) - review process for welcoming participants on arrival to the event/venue.
- ☐ Snacks (Hosp) – \$/day/person - GF, veggies, oranges, apples, cookies, chips, candy, plates, toothpicks, napkins
- ☐ Emails – get info to DFC Ministry coordinator for creating brochures and schedule.
- ☐ Furniture/equipment needed: chairs, # of tables for serving/meals, screens, lecterns, small prayer rooms, zoom etc.
- ☐ Teachers – Plan for: ride from/to airport? Extra nights accommodation? Extra meals? Tech requirements.

DFC Ministry Coordinator will send to the EA as needed:

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| ☐ Spreadsheet sent at regular intervals with registrant's personal information, accommodation requested, amount paid, outstanding balance, specific needs of participants | ☐ Bookmarks – 4 discernments | ☐ Donation Envelopes/Slips |
| | ☐ Volunteer Cards | ☐ Books/mugs for Book Table |
| | ☐ 'What is DFC' brochures | ☐ The Walk Brochures x 3 |
| | ☐ Mobilizing Prayer brochures | ☐ Manuals |
| | ☐ STFC/Ways to Donate Cards | ☐ Praying hands stickers |
| | ☐ Return Address Labels | ☐ Slips - Walk-ins, credit cards, books |



1 Week Before – See [Event Set-Up Checklist](#)

- ☐ Venues/Caterer - report # of expected participants.
- ☐ Final Email - Help create last instructions for registrants that Ministry Coordinator will send out.
- ☐ Schedule/Welcome/Map/other literature – print or pick up at Staples if not already received from Ministry Coordinator.
- ☐ Welcome Packets - attach lanyards to nametags, fill envelopes/page protectors. See list below.
- ☐ Registration – day before: print registration list for check-in unless using computer. Ensure space on list to complete info from walk-ins.
- ☐ Gather needed supplies required for Communion, Prayer Team, Leadership team – paper, pens, tissues, etc.
- ☐ Create signs pointing the way to your event for entrance doors, hallways etc.
- ☐ Have a plan in place for day of collecting donations.
 - ☐ [Story of One or Vision Giver](#)
 - ☐ [Collecting Offering](#)
 - ☐ [Instruction Sheet for Donation Counters](#)

Welcome Packet Contents

Decide if going inside or beside manual.

- ☐ Event schedule
- ☐ Welcome Brochure (optional)
- ☐ 4 discernment questions bookmark
- ☐ Mobilizing Prayer brochure
- ☐ “Next Event” postcard
- ☐ “What is DFC” brochure.
- ☐ “Sustaining the Flame Canada” card

Book Table Contents

- ☐ DFC screen advert/tablecloth (in zipped case)
- ☐ Donation envelope and donation slips
- ☐ \$15/50 bookmarks; books, and mugs for sale
- ☐ Comfort supplies – candy, gum, tissues (optional)
- ☐ Manuals
- ☐ Welcome Packets
- ☐ Nametags with Permanent markers
- ☐ Print out of Registration List
- ☐ Clip Board with Prices, Credit Card, walk-in registration slips
- ☐ Room key pick-up (if applicable)
- ☐ Return bin for nametags and unwanted literature

At Event – see [Event Set-Up Checklist](#)

- ☐ Registration – most of this is done online, but be prepared to collect information for walk-ins
- ☐ Prayer Ministry Duties - coordinate with Prayer Ministry Lead.
- ☐ Donations – cheques and cash for registration, books/mugs, and donations. Etransfer preferred but have credit card slips available. We no longer use Square.
- ☐ Liaise with Venue regarding adjustments, additional equipment requirements, temperature settings etc.
- ☐ Liaise with Hospitality re duties and ensure comfort supplies are available.
- ☐ Assign 2 people to count/document Offering. If possible, announce the results of the collection.
- ☐ Supervise take-down/clean-up as needed at the conclusion of the Project.

After Event

- ☐ Clean nametags with nail polish remover, discard damaged ones.
- ☐ Verify invoices from Venue/Caterer/Accommodations prior to forwarding to Ministry Coordinator.
- ☐ Set up next project’s venue/caterer/accommodations if needed.
- ☐ Manage donations/forms – etransfer cash, mail cheques, credit card and other forms to DFC head office.



- ☐ Take inventory of supplies and liaise with Ministry Coordinator in preparation for next track or storage.
- ☐ Communicate with TD for final numbers and help provide a report to DFC Board about the project.
- ☐ Assist with providing a feedback process.
- ☐ Reimbursements: Scan and email clear photos of receipts, with totals and full addresses of recipients. DFC Ministry coordinator will send reimbursement cheques.
- ☐ Make note of what went well and areas for improvement.
- ☐ Keep books, mugs, bookmarks, and other literature for next event or, if last event, mail unused items back to DFC office along with final donation items.
- ☐ Mail all unused materials and paperwork (manuals, envelopes, slips, forms, etc.) to the DFC Office within 2 weeks of your last event.

Patti Tan
Dunamis Fellowship Canada
Box 25089 17-370 Stone Rd. W.
Guelph, ON N1G 4T4

Please keep the cash and e-transfer the total cash amount to
dfc@dfcanada.org

If you have any questions, please contact the DFC office at:

Patti Tan
Ministry Coordinator
519-821-3603
dfc@dfcanada.org
patti@dfcanada.org

Be released from this assignment. Take time to rest and be refreshed.

Resources for Event Administrator

[Hospitality Lead Duties](#)
[Event Set-Up Checklist](#)
[Collecting Donations at your DFC Event](#)
[Instruction Sheet for Vision Giver \(Story of One\)](#)
[Instruction Sheet for Donation Counters](#)

