Event Planning and Checklist

SNAPSHOT

Event Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Coordinator /Key Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How does this event support our vision?

What is the main purpose:

* Gather
* Connect
* Serve
* Grow
* Outreach

Target Population

* Community
* All Church
* Children/Youth
* Young Adults
* Men/Women
* Seasoned Saints
* Other

Description of Event (can be used in all publicity): *What will you be doing? Why should people* *come? Who should come?*

THE BASICS

Approximate number of people expected to attend/participate: \_\_\_\_\_\_\_\_\_\_

Date/Time of Event

Setup Time \_\_\_\_\_\_\_\_\_\_

Start Time \_\_\_\_\_\_\_\_\_\_

End Time \_\_\_\_\_\_\_\_\_\_

Tear Down Time \_\_\_\_\_\_\_\_\_\_

Location

* On site, preferred rooms \_\_\_\_\_\_\_\_\_\_
* Off site, location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is advance registration required? Yes No

Registration Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deadline to Register \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is participation limited? Yes No

How many may register? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost per person $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deadline for payment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Methods

* Email (less than 50 expected)
* Online form (more than 50 or payment/fees involved)
* Lower Level - dates

Time period

Registration Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration End Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are release or permission forms needed?

MAJOR ELEMENTS & DETAILS

Check all that apply

* Invitations
* Ticket Sales
* Decorations
* Transportation
* Lodging
* Venue Reservation and Contract (for events at other locations)
* Partnership Agreements
* Online Registration Form (complex with 50 or more expected or to collect money)
* Technology *(see below)*
* Honoraria/Fees
* Food *(see Culinary below)*
* Pastoral Approval – submit list to MPM prior to contact
1. Solicit in-kind Donations (list of organizations)
	1. Special Speaker(s)/Guest Musician (name, affiliation, brief description)
* Other

FACILITY RESOURCE NEEDS

Point of Contact for Facility \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Means of Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check all that apply

* What is the room layout (tables/chairs)?
* Podium
* Walkie Talkies
* Safety Vests
* Collection Bins
* Church Vans
* Short term storage (room or refrigerator/freezer) – for what items
* Space to sort/stuff/package/distribute – for what items

KITCHEN/CULINARY SUPPORT NEEDS

Point of Contact for Kitchen Support (Culinary Staff) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred Means of Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Space FH (up to 30 seated) or MPR (up to 200 seated)*

Check all that apply

* In House Caterer
* External Caterer (must be certified and meet with Kitchen staff)
* Napkins
* Cups
* Forks/Knives
* Ice
* Bottled water
* Other

TECHNOLOGY NEEDS

Point of Contact for Technology \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Means of Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check all that apply

* Will a power point presentation be shown?
* Will a DVD or CD be played?
* Microphone
* Is music or video being played (may need copyright clearance)

ADMINISTRATIVE SUPPORT

Point of Contact for Administrative Tasks \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Means of Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check all that apply

* Online Registration Form
* Photocopy/Print
* Facility Transport/Pickup of Items
* Photocopies
* Office Supplies
	1. Nametags o Pens

o Pads o Labels o Folders

* Copyright clearance (show a movie, play music or video)
* Other

PERSONNEL NEEDS

Point of Contact for Personnel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Means of Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check all that apply

* Volunteers – Are background checks needed?
* Childcare – Mary Wair
* Ushers
* Greeters
* Security (ministry or police officers)
* Parking Attendants
* Approved Church Van Driver
* Health and Wellness (medical staff)
* Other

FINANCIAL NEEDS

Point of Contact for Finances/Budget Management \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Means of Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check all that apply

* Rent Supplies – tables, chairs, coat racks,
* Contract or Agreement needs to be signed
* Solicit donations – submit list in advance to MPM for Pastoral Approval
* Will gift cards be given out? (e.g., speaker token gift)
* Will a plaque be ordered
* Will leader/facilitator guides be ordered – order from Lifeway, get purchase order number

**CHECKLIST**

Event Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Publicity Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Schedule Church Resources | Done | Notes |
| Submit Facility Use & Resources Online |  |  |
| Form |  |  |
| Submit Online Registration Request |  |  |
| Promotion | Done | Notes |
| Create persuasive Verbiage |  |  |
| Create Monitor Slide |  |  |
| Create Flyer for community |  |  |
| Submit Request to Advertise |  |  |
| Finances | Done | Notes |
| Negotiate Contract/Agreements, Get |  |  |
| Vendor Quotes or Invoices |  |  |
| Submit Contract/Agreement for Review & |  |  |
| Signature |  |  |
| Submit Fund Requests for church to |  |  |
| procure/order items |  |  |
| Submit Caterer fund request |  |  |
| Submit Fund Request to pay Vendors |  |  |
| Secure Additional Staff | Done | Notes |
| Volunteers |  |  |
| Childcare |  |  |
| Ushers/Greeters |  |  |
| Security/Parking Attendants/ Police |  |  |
| Officers |  |  |
| Approved Driver |  |  |
| Other | Done | Notes |
| Copyright Clearance |  |  |
| AV training for classroom computers |  |  |
|  |  |  |
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