

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
 - Solicit in-kind Donations (list of organizations)
 - 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
 - Nametags
 - Pens
 - Pads
 - Labels
 - 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		