

Local Church Event/Program Planner

Events are now coordinated within each department. In coordinating your event, gathering or meeting please be sure that you have made appropriate provision for the relevant areas listed below.

Before Planning Your Event

Approval of Event

Has your event been approved?

Has your budget for the event been approved?

Calendar Coordination

Does your date coordinate with the church schedule?

Are there any other major events that same week?

Have you thought about an alternative date?

Planning Your Event

Marketing

What areas of marketing will be needed?

- Bulletin, Inserts
- Pulpit Announcements, Power Points
- Flyers, Brochures
- Registration Table, Sign Ups
- Table talkers
- Advertisements
- Phone/SMS/Email
- Reminders the day before

Who will be responsible for what?

Have the appropriate people been contacted?

Volunteers

How many volunteers will be needed?

How will they be recruited?

Will any training be required?

Who will do the training?

When will the training occur?

How will they be thanked?

Audio/Visual

Will there need to be P.A. for the event?

Will there need to be audio recording?

Will there need to be video taping?

Will there need to be power point?

Who will be doing these things?

Music/Instruments

Will there be worship or music needed?

Who will be playing or leading?

When will they meet for practice?

Will other people need to be present for the practice?

Ushers/Greeters/Parking Attendants

Will service attendants be needed for this event?

When should they be on duty?

Who will be overseeing them?

Catering

Will any food be needed?

Who will supply the food?

Who will be serving the food?

What supplies will be needed for serving?

Supplies

What supplies will be needed for this event?

Have they been ordered well in advance?

Have all expenditures been approved?

Child Care

Will child care be needed for the event?

Where will the child care take place?

Who will be doing the child care?

Will they be paid for child care?

How will they be paid?

Decorating

Are decorations needed for this event?

Who will be supplying them?

Who will be doing the decorating?

Who will undo the decorations?

Should decorations be stored for future use?

Open Up/Lock Up

Who will be opening up for the event?

Who will be locking up for the event?

Set Up/Tear Down/Clean Up

Who will be setting up for the event?

Who will be cleaning up after the event?

When will these functions take place?