

Event Checklist

Event Checklists must be completed one month before scheduled event.

What is the event? _____

When is the event? _____

Where is the event? _____

1. Is there a rental cost? _____

Who is the Event Coordinator? _____

Phone #: _____ Email Address: _____

Who's speaking? _____

1. Is there an Honorarium for the Speaker? (Airfare, Gifts, Mileage, Finance) _____

2. Where is the speaker staying? _____

3. Who is feeding the speaker? _____

4. Who is transporting them? _____

Will there be food at this event? _____

1. What Food? _____

2. Who is coordinating the food? _____

3. Phone #: _____ Email Address: _____

4. Is there a Cost? _____

Is there a registration needed for this event? _____

*Event Coordinator must keep track of registration list

1. Cost to attend? _____

2. Where do people register? _____

3. When do people register? _____

4. How do people register? (tickets, signup, call/email) _____

Will there be Childcare provided? _____

1. Who is Coordinating Childcare? _____
2. Phone #: _____ Email Address: _____
3. How many workers are needed? _____
4. Is it paid or volunteer? _____

Is there setup required? _____

1. Who is Coordinating the setup? _____
2. Phone #: _____ Email Address: _____
3. How many workers are needed? _____
4. When is the Event to be setup? (day of/day before) What Time? _____
5. Is there an additional decorating coordinator? _____ Name: _____
Phone #: _____ Email Address: _____

Is there advertising needed? _____

1. How will it be advertised? (Bulletins and/or inserts*, Sunday morning announcement, email, posters) _____

* - Bulletin Inserts must be approved by office before printing

2. Who is developing Advertisement? _____
3. Phone #: _____ Email Address: _____
4. Is there a Cost for the advertisements? _____

5. When? (What weeks to be announced or to be put in bulletins) _____

Is there worship needed?

1. Who is leading worship? _____
2. Phone #: _____ Email Address: _____

Are prayer teams needed?

1. Who is leading prayer team? _____
2. Phone #: _____ Email Address: _____

Will there be an offering taking place? How? _____
_____**Are there any media needs?** _____

1. Who is leading media? _____
2. Phone #: _____ Email Address: _____

Is there anyone Else who needs to get this form?

Name: _____

