

Event Planning Checklist

- Complete an **Activity/Fund-raising Form**.
- Complete a **Facility Use Form**, if necessary.
- Submit both forms to the Administrative Office
- Receive approval from Pastor Riley.
- Determine the type and number of persons outside your ministry needed for the success of your event.
- Contact media ministry leaders regarding audio, video, and/or photography services.
- Schedule Security, Parking, Greeters, and Ushers through the Administrative Office.
- Have all written correspondence reviewed and approved by the Administrative Office.
- Send written confirmation to all persons who are actively involved in your event and who are not a part of your ministry.
- Obtain your ministry's account balance.
- Generate a list of expenses (including all print materials, catering services, equipment rental, operational supplies, ministry donations, gifts, etc.).
- Complete a **Request For Funds Form** for every expense that you want debited from your account.
- Confirm the commitment of all in-house personnel.
- Obtain permission from the Administrative Office to mail all outside correspondences.
- Provide the administrative office with updated information regarding special sales, promotional endeavors, etc.
- Complete an **Announcement Form** and arrange for the promotion of your event.
- Submit all promotional print materials to the Administrative office for approval.
- Insure that all vendors, participants, and contributors are paid on time. Turn in all receipts.
- Account for all funds collected and be sure deposit is made to the church's office.
- Arrange for clean-up after your event. Be sure persons designated to clean actually follow through.
- Evaluate the success of your event within a week of its conclusion.