Event Planning Checklist

Lead Times: (C) Conferences, (W) Workshops, (O) Other

	DONE
Stage I: EVENT APPROVAL	
Lead Time: (C) 6-12 months* (W) 6 months (O) 3-4 months	
• Submit appropriate forms to your Ministry Elder Oversight for Event / Budget approval	{ }
• *Submit a Proposed Conference Budget Form to Finance (if applicable) (Finance Dept. must approve budgets for **all** in-house conferences)	{ }
• Upon event approval, agree upon physical arrangements (rooms & set-up) and submit appropriate form for securing rooms	{ }
• Select and invite guest speakers	{ }
• Schedule a meeting with the Event Planning Elder	{ }
• **MEETING DATE:** _____	

Stage II: INITIAL CONTACT WITH THE MINISTRY

Lead Time: (C) 6 months   (W) 4-6 months*   (O) 3 months

	DONE
• Confirm dates and budget for event	{ }
• Clarify needs:	
Administrative _____	{ }
Audio _____	{ }
Bookstore _____	{ }
Communications _____	{ }
Children's Ministry _____	{ }
Hospitality _____	{ }
Finance _____	{ }
Maintenance _____	{ }
Praise & Worship Team _____	{ }
Security _____	{ }
Transportation _____	{ }
Video _____	{ }
Other _____	{ }

List Other Needs:

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	DONE
• Schedule meeting with your Ministry Leaders	{ }
• Prepare and delegate assignments	{ }
• Submit request forms for Media /Graphics and Video Dept.	{ }
• Schedule appointment with Media /Graphics and Video Dept.	{ }

MEETING DATES:
Media / Graphics_____   Video_____   {   }

NOTES

	DONE

<u>Stage III: FOLLOW-UP WITH RCC MINISTRY DEPARTMENTS</u>
 	
Lead Time: (C) 3 months   (W) 3 months   (O) 3 months
 	
• Submit appropriate request forms for:
     Announcements:
          Hospitality   _____
          Café   _____
          Registration Set-up _____
 	
• Schedule follow-up meeting with your Ministry Leaders
• Send follow-up letters to guests/speakers participating
• Arrange for announcements via radio or external entities
• Request Volunteers for specific areas
 	
Note: Payment Vouchers must be submitted (10) days in advance for items requiring external purchases. Please check with the event planning team before purchases are made for specific items. We may be able to acquire them at a discount
	
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<u>Stage IV: PUBLICITY & FOLLOW-UP</u> **Lead Time: (C) 2-3 months (W) 2-3 months (O) 2-3 months** • Send out mailings to individuals, churches, or organizations • Begin Announcements and Registration • Hand out information after services • Follow-up meeting with Ministry Leaders regarding responsibilities • Assign other responsibilities as needed, i.e.: Speaker Host. Program Host, • Follow-up with assignments for volunteers • Schedule final meeting with Ministry Leaders, Volunteers, Hosts, etc.	 { } { } { } { } { } { } { } { }
<u>Stage V: FINAL FOLLOW-UP</u> **Lead Time: (C) 1 month (W) 1 month* (O) 2-3 weeks** • Schedule meeting with Ministry Leaders, Volunteers, Host, etc. • Send final letters to speakers reiterating pertinent info regarding their participation in the conference, i.e. speaking schedule, assigned Host, contact numbers, Hotel & Flight iterate, etc *****Applicable for <u>out of town guests only</u>. Final letters may be mailed at 2-3 weeks for in-town guest speakers. **FINAL FOLLOW-UP MEETING:** _____	 { } { } { }

NOTES

	DONE
Stage VI: PREPARATION	
Lead Time: 1-2 weeks	
1.) FINANCES	
• Submit Voucher request for all speaker's offering (10) days in advance of date needed	{ }
2.) SPEAKERS	
• Final Hosting Assignments (Include emergency contact #'s)	{ }
• Hotel Accommodations Info	{ }
• Transportation arrangements for Speakers	{ }
• Review Itinerary	{ }
OTHER PREPARATION	
Lead Time: 1-2 days prior to event	
1.) FACILITY	
• Auditorium	{ }
• Café	{ }
• Chapel	{ }
• Conference Room	{ }
• Fellowship Hall	{ }
• Vestibule	{ }
• Workshop Rooms	{ }
2.) EQUIPTMENT	
• Audio-Visual needs (i.e. sound system, slide projector, microphones etc)	{ }
• Podium (#_____)	{ }
• Chairs (#_____)	{ }
• Tables (#_____)	{ }
• Display and registration area with table and chairs	{ }
• Name Tags	{ }
• Registration forms	{ }
• Marking Pens	{ }
• Money Box and change	{ }
• Rented equipment will be provided by the following:	
• Company / Person_____	{ }
• Phone # _____	
3.) FOOD	
• Tables and chairs for meal	{ }
• Coffee, hot water, tea, cream & sugar, etc.	{ }
• Extension Cords	{ }
• Trash Containers	{ }
• Table Decorations	{ }
• Dishes, napkins, etc.	{ }
• Adequate volunteers for serving	{ }
• Clean-up	{ }

	DONE
4.) PROGRAM PREPARATION • Host appointed • Special Ministry selected • Special announcement determined • Persons involved informed of their responsibility • Pre-service briefing & Prayer (15 minutes prior to start time)	{ } { } { } { } { }
Stage V: EVENT CLOSURE • Special thank-you notes written • Cost Analysis completed • Special Commitments and promises followed up • Submit all receipts with a voucher request for reimbursements (if applicable)	{ } { } { } { }

EVALUATION: DID WE MEET OUR OBJECTIVES?

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SUGGESTIONS FOR NEXT EVENT (IF APPLICABLE)

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