

HARVEST LIFE CHANGERS CHURCH

EVENT PLANNING FORM: STEP 4 EVENT PLANNING CHECKLIST

Instructions: Thank you for completing steps 1, 2 and 3 of the Event Planning Process. Now that your Program, Event Budget, and Marketing and Events Information forms have been submitted and approved, please complete Step 4 to assist you with the planning and submission of volunteer sign-ups, ministry support and announcement forms, and other event related details required to carry out this event.

Submit the completed forms for these areas to the Events Department via email at events@harvestlifechangers.com or hardcopy to the Ministry Admin Box in Room 300.

MARKET THE EVENT – GET THE PEOPLE HERE!

As Event Lead you will be responsible for ensuring that there is maximum participation for your event. The staff will ensure the marketing items are in the appropriate publications, website and social media outlets. However, it is your responsibility to promote and get the word out about your event.

GET VOLUNTEERS TO HELP OUT

- Use of Service Teams:** If your event is not a church service, you will be responsible for providing workers for Greeters, food preparation and serving, finance, set up, etc. (if you need them for your event). You may not use Service Teams to staff your event.
- Requesting Volunteers Workers:** If you need volunteers for your event, you can request them the following ways (complete an **Announcement Request Form** for an announcement):
 - Leadership Announcement (must need 10 or more people)
 - Church Announcement (must need 10 or more people)
 - Talk to people in your ministry

Please note that in order to request volunteers for your event, you must have a Volunteer Information Sheet available to distribute to them.

- Volunteer Information Sheet (see template):** Determine if volunteers are needed to help support your event. Complete this form to provide them with the information they need.

COORDINATE MINISTRY SUPPORT

- Transportation (see form):** If you need transportation for your event, complete the **Transportation Request Form** and submit it to the Events Department.
- TV and Audio Support (see form):** If you need audio support or TV related items (projectors, DVD players, etc.), please complete an **Audio Visual Support Request Form** and submit it to the Events Department.
- Automatically Scheduled Ministries:** The following ministries will be scheduled by the Events Department (if required).

- Deacon on Duty
- Photography
- TV Ministry
- Audio Services

CREATE YOUR EVENT DIAGRAM

- Diagram** (see **diagram templates**): Create a diagram that shows the following. This will help you determine what is needed to carry out the program.
 - **Setup of Rooms/Areas** – layout of tables, chairs, projector, smart signs, balloons, etc.
 - **Ministry Worker Positions** – mark positions with a symbol and put the workers name beside the symbol

DECORATIONS DIAGRAM

- Decorations** – show location and verbiage of decorations (include pictures of proposed centerpieces, wall decorations, etc.)

HANDOUTS

- Handouts** – All handouts used at the event must be approved. Submit them to the Executive Director of Events to be approved.

VIDEOS & DVDS

- Videos & DVDs** – Any video/DVD being shown during an event must be reviewed and approved. You should watch the video/DVD first and then submit it to the Events Department for approval.

CONFIRM EVENT PARTICIPANTS

- Confirm Everyone on the Program**: Ensure you confirm everyone on your program to ensure they are aware of their roles and responsibilities during your event.

OTHER...

- Whatever Is Needed**: We cannot possibly cover every item and scenario for every event. Ensure you take care of whatever is needed to make your event happen.

AFTER ACTION REPORT

- After Action Report**: Complete the After Action Report the following day after the event to capture lessons learned and things that can be done better to improve the event.