



EVENT PLANNING CHECKLIST

Complete and submit 60 days prior to your event.

Name of Event: _____
Date: _____
Time: _____
Location: _____
Event Purpose: _____

BRAINSTORMING

- ☐ Will the event work?
- ☐ How many people do you need to make the event happen?
- ☐ Does the event serve a need previously not met?
- ☐ Do we have the resources to make it happen?

BUDGETING/FINANCES

Officer in charge: _____
To be completed by _____
☐ Are funds in place for this event?

SCHEDULING

Officer in charge: _____
Date to be completed by _____
☐ Talk with appropriate room reservation office
☐ Tentatively book a couple of dates
☐ Call performer or vendor and schedule performance date
☐ Call the reservation office back to confirm your date
☐ Schedule meeting to go over tech needs and room set up
☐ Schedule travel arrangements for performer
☐ Book hotels and/or make dinner reservations for your performer

PERMITS

Officer in charge: _____
Date to be completed by _____
☐ Food Permit completed
☐ Outdoor Space Permit completed
☐ Sound Permit completed
☐ Sanitation Permit completed
☐ Sales/fundraising permit completed
☐ Security Scheduled
☐ Film License

GRANTS/FUNDRAISING

Officer in charge: _____
Date to be completed by _____
☐ If you are applying for grants, did you get your applications in by the deadline?
☐ Have you scheduled an appointment to meet with the grant committee?
☐ What measures are you taking to ensure you can pay your performer/vendors up front?

ADVERTISING

Officer in charge: _____
Date to be completed by _____
☐ Posters/Fliers/Programs
☐ Emailing
☐ Website
☐ Slides (provide church office with information for slide)
☐ Other forms of marketing

ITEMS NEEDED THE DAY OF THE EVENT

(Please indicate quantity needed)

Officer in charge: _____

Date to be completed by _____

- ☐ Silverware
- ☐ Plates
- ☐ Napkins
- ☐ Cups
- ☐ Decorations
- ☐ Cashbox
- ☐ Petty Cash
- ☐ Tickets
- ☐ Bug Spray
- ☐ Tents
- ☐ Coolers
- ☐ Games
- ☐ Bounce House
- ☐ Game Stop Truck
- ☐ Meat/Fish
- ☐ Barricades for parking
- ☐ Volleyballs/Footballs/Basketballs
- ☐ Ice
- ☐ Bread/Buns
- ☐ Condiments
- ☐ Drinks/Water
- ☐ Bull Horn
- ☐ Fire Extinguisher
- ☐ Trash Cans
- ☐ Fans
- ☐ First Aid Kit
- ☐ CPR/AED Machine
- ☐ D.J.
- ☐ Performer specific items/requested

Other: _____

- _____
- _____
- _____

VOLUNTEER COORDINATOR

Officer in charge: _____

Date to be completed by _____

- ☐ Set Up
- ☐ During Event
- ☐ Tear Down/Clean Up

WEEK PRIOR

Officer in charge: _____

Date to be completed by _____

- ☐ Call reservations and make sure all details are secured
- ☐ Call and make sure all permits have been signed and are completely ready to pick up
- ☐ Call performer and make sure travel arrangements are secured
- ☐ Assign event shifts for group volunteers (set up, during, take down)
- ☐ Create any programs or fliers needed at the event

---OVER---

DAY OF EVENT

Officer in charge: _____

Date to be completed by _____

- ☐ Pick up performer/vendor and get to performance site
- ☐ Compile performer requests
- ☐ Arrive early for the event for set up
- ☐ Meet vendors at the event and assist with set up
- ☐ Greet guests at door
- ☐ Have fun!
- ☐ Clean up, remember that your reservations location may have special clean up regulations

AFTER THE EVENT

Officer in charge: _____

Date to be completed by _____

- ☐ Send thank you notes to performers and to volunteers who worked extra hard
- ☐ Complete post event evaluation form within two weeks of event date
- ☐ Make sure to pay all bills and turn in all grant paperwork on time

Don't forget to keep a list of the people and the phone numbers that you are contacting throughout your planning.

9. Notify the front office at least one week in advance of any copies you will need. Copies will not be made the day of event.
10. Submit purchase order form 21 days prior to the date needed. Remember purchases made without prior approval will risk forfeited reimbursement.
11. Original receipts are required for all purchases. Receipts should be submitted to Finance team no more than 14 days of event. Any reimbursement due will be issued on 1st & 15th.

12. Please remember to submit this form to the following individuals within 60 days of the event:

- Roche Coleman roche31@live.com
- Ken Culbreath kenculbreath@hotmail.com
- Aminia Clark aminia@myimpactchurch.org
- Michelle Black michelle@myimpactchurch.org

Items to remember:

1. Submit announcements request to announcements@myimpactchurch.org for weekly newsletter and video announcements within 60 days of event. Be sure the event is on the calendar.
2. Always remember to blind copy your email distribution list.
3. If you will use the church facilities for an event you should request someone to open & close the building for you at least 2 weeks in advance. Please do not wait until the last minute. A leader must be secured according to availability.
4. Remember schedule with office staff a specific time to come by to set up for your event.
5. You must get permission to set up a table or display for an event or special guest.
6. You must notify office staff at least one week in advance of the quantity of cups, plates, utensils, etc. you will need for your event. The church provides these items and it will not be deducted from your ministry budget. It is always suggested that you have an RSVP to help plan how many participates you will have.
7. Please remember to plan for a clean-up team after each event.
8. Please note any specific instruction you may need for event on this form.