

Event Planning Checklist

Planning Meetings (Create Momentum)

Get Crazy, Get Real, Get Busy (Planning Process)
Dates of planning team meetings
Date of event
Distribution of tasks
Planning team phone numbers

Site of Event

Location
Contact person & phone number
Cost
Insurance
Map
Travel directions
Cleanup
Food service
Publicity
Site visit

Site Visit

Parking areas
Parking guides
Reserved parking
Security
Security guards

Signs

-- Outdoor signs needed
-- Indoor signs needed

Amplification system
Audiovisual equipment
Videotaping

First Aid / Doctor on call?

Phones

Information desk

Handicapped access

Restrooms

Water fountains

Procedure for communicating emergency messages

Registration area

-- Tables & chairs

-- Easel / bulletin board for poster

-- Display table

-- Wastebasket

-- Workshop area

-- Number of rooms and how equipped

-- Dining area

-- Arrangement & amount of seating

-- Collecting meal tickets

Billing process

What if rain? (impact?)

Food Service

Number to be served

One or more seatings

Date to give guaranteed number

Date number can be increased and by how many

Meal tickets

Menu

Cost and billing process

Adults to oversee

Budget

Costs

Registration fee/ Income and deadline

Early-bird registration? Deadline?

Receipts for purchases

Paying bills

Deposits

Refunds

Publicity (Create Momentum)

Logo design

Flier design

Poster design

Event on church website

Registration form design (avail. on website?)

Mailing lists

Radio & TV announcements

School announcements

Letters and fliers

Calendar-of-events announcement

Newsletter announcement

Bulletin announcement

Worship pre-service announcements/ slide/video

Meeting at which to publicize event

Contact for videographer/ live stream

Background on keynote presenter and camera-ready photos

Program (Capture Momentum)

Schedule

Program booklet design

Request copyright permissions

Workshop descriptions

Number of copies needed

Welcome remarks

Announcements

Communicate with sound and video systems personnel

Seat reserved signs

Opening prayer

Special guests

Persons to be invited

Meal tickets

Invitation? (who gives it?)

Follow-up cards for prospects, take-home tracts, etc.

Events to announce (sustain momentum)

Keynote Presenter

Cost

Travel arrangements

Ground transportation

Accommodations and meals

Introduction

Videotaping

Amplification system

Person to assist presenter

Confirmation letter, event schedule, travel directions

Introduction of speaker

Supplies

Souvenir items

Handouts or takeaways

Name tags / lanyards (event schedule printed on backside)

Meal tickets

Ushers' badges

Pencils, pens, paper

Extra information / booklets for adult leaders

Workshops

Presenters
Confirmation letter & travel directions
Biographical and A/V form
Meal tickets
Descriptions for program booklet
Introductions of presenters
Product table (CD's, books, etc.)
Diagram layout of rooms
Number of seats needed in each
A/V equipment
Workshops assigned to rooms
Room signs
Poster diagram of workshop rooms' locations
Hall monitors
Person to verify room setups

Registration

Location for students to register
Mail-out with brochure re: event, registration card for event included
Pre-registration deadline (consider food service)
Registration process
Assignment. of participants to workshops
Registration desk staffing
Supervise registration process
Registration desk
Lists
Alphabetized list to identify workshop locations
Emergency phone numbers
Alphabetical boxes of registrants' program booklets/ name tags /
meal tickets; A-F; G-M; N-Z
Program booklets / name tag /meal tickets for staff, presenters,
special guests
Marking pens, masking tape, petty cash, cash box
First-aid kit
Ushers' badges
Blank registration forms for at-the-door registrations
Items for display table

Follow-Up (Sustain Momentum)

Thank you letters
Youth volunteers
Adult volunteers
Presenters
Contact persons
Honorarium checks / travel expense checks
Financial report of income and expenses
Statistical report
Evaluation
By staff and volunteers
By youth group members
(have students evaluate last workshop session?)
Follow up/ related Events