



## “Event Check List”

### 6 months before event

1. Create a volunteer team to plan the event
2. Reserve the space in planning center – make sure no other conflicts with other ministry areas.
3. Look at area – Any maintenance issues before event can happen?
4. Meet with the communications director to start brainstorming marketing ideas and promotional materials.
5. Create a rain plan if the event is outdoors/Plan B
6. Set up event in planning center with whatever information needs to be captured during registration.  
Do we have a standard registration form?
  - a. Require cell phone number and email for easy contact

### 2 – 3 months before event

1. Finalize promotional materials
  - a. Have dates when it will be in the worship guide and weekly email
  - b. Create Facebook announcement – Will there be a Facebook push?
  - c. What kind of “ask” piece will be used to invite people to worship?
2. Update and educate the staff on the event. Email or staff meeting preferred.
3. Make sure the set-up is discussed with maintenance and A/V and put in planning center
4. Set up the registration in planning center – review with Creative Director for edits and graphics
5. Assess the space for safe sanctuary
6. How will we know who attended the event?
  - a. Registration tables with iPad?
  - b. Registration Tables with option to win a prize with name, email and phone number given
  - c. Photographer taking pictures and capturing name, number and email.

### 1 month before the event

1. Open registration for participants
2. Did maintenance issues get done?
3. Notify safety team
4. Do we have janitorial support during the event? Do we need it?
5. Make sure volunteers are safe sanctuary trained
6. Recruit volunteers
  - a. Greeters/Connectors
  - b. Workers
  - c. Clean-up crew
  - d. Miscellaneous

### 2 weeks before event

1. Train volunteers. On safety issues, i.e. tornado, sirens, etc. Train volunteers to invite people to worship.
2. Verify room reservations are correct in planning center. Make sure set-up is communicated to the set-up team.
3. Get with safety team and update them on how many people we are expecting, etc.
4. Continue promoting on Facebook and weekly email



**1 week before**

1. Email those who have already registered about any last-minute details and how excited we are to have them at our event.
2. Put together a clean-up plan. Leave the space better than when you started.
3. Touch base with all the volunteers and safety team.
4. Final push on social media.

**Day of Event**

1. Supervise set-up
2. Radical Hospitality for our Guests
3. If items are moved, tag them to where they belong so they can be moved back to the correct place.
4. Clean-up crew. Leave the space better than you found it.

- II. **AFTER** - See "Reflect. Adjust. Do." worksheet
- Did we accomplish the above **GOAL**? How?
    - If not, what do we need to do differently?
  - Did we reach the number of **PERSONS ANTICIPATED**?  
**"NEW" CONTACTS? VOLUNTEERS?**
  - Did we put the **"FOLLOW-UP PLAN"** into motion?
  - What can we do differently that will **REACH MORE PEOPLE?**

**Core Values**

**SCRIPTURE** ~ Led by God's Word  
**LOVE** ~ Growing in God's Grace  
**HUMILITY** ~ Walking w/God  
**SERVANTHOOD** ~ Living as God's Servants  
**MISSION** ~ Reaching out in God's Love, Justice & Mercy