EVENT PLANNING CHECKLIST

**Complete and submit 90 days prior to your event.**

[**michelle@myimpactchurch.org**](mailto:michelle@myimpactchurch.org) **and** [**info@myimpactchurch.org**](mailto:info@myimpactchurch.org)

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? If so, explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Flyers/Programs Completed\_\_\_\_\_\_\_\_\_\_\_\_\_
* Video Announcements Date Submitted: \_\_\_\_\_\_\_\_\_
* Weekly Newsletter Date submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 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

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.*

Please keep the following items in mind when planning your event:

1. **Announcements:** Submit your announcement requests to [info@myimpactchurch.org](mailto:info@myimpactchurch.org) and [michelle@myimpactchurch.org](mailto:michelle@myimpactchurch.org) for inclusion in the weekly newsletter and video announcements at least 90 days before your event. Ensure that the event is on the church calendar.
2. **Email Distribution:** Always blind copy (Bcc) your email distribution list when sending out communications.
3. **Facility Access:** If you will be using church facilities for your event, please request someone to open and close the building for you at least 4 weeks in advance. This will ensure that a staff member has designed time to take care of this for you.
4. **Setup Scheduling:** Coordinate with the office staff to schedule a specific time to set up for your event.
5. **Supplies Notification:** Notify the office staff of the quantity of cups, plates, utensils, etc., that you will need for your event. The church provides these items at no cost to your ministry budget. It is recommended to have RSVPs to help plan for participant numbers.
6. **Cleaning Team:** Remember to arrange for a cleaning team to tidy up after your event.
7. **Special Instructions:** Note any specific instructions or requirements for your event on this form or via email.
8. **Copy Requests:** Notify the front office at least one week in advance for any copies you will need. Please note that copies will not be made on the day of the event.
9. **Purchase Orders:** Submit your purchase order form at least two weeks before the items are needed. Purchases made without prior approval risk forfeiting reimbursement.
10. **Receipts Submission:** Original receipts are required for all purchases. Please submit these to [finance@myimpactchurch.org](mailto:finance@myimpactchurch.org) and [info@myimpactchurch.or](mailto:info@myimpactchurch.or) immediately after your event.
11. **Form Submission:** Ensure this form is submitted within 30 days of the event.
12. **Event Outline:** Include an outline, agenda, or order of service with this form. The final version should be submitted 30 days prior to the event.