**EVENT PLANNING CHECKLIST**

The event Ministry Director will maintain and update this checklist and will have timely meetings with the Director of Operations (or designee) prior to the event.

Name of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ministry Sponsoring Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Enter all details of the event into CCB.

\_\_\_\_ Decide if there is a cost to participants.

\_\_\_\_ Start date for publicity/communication of the event has been chosen.

\_\_\_\_ A registration deadline has been established (3-4 days prior to event if food is being served.).

\_\_\_\_ Determine what rooms are needed and specify the set-up (put into CCB).

\_\_\_\_ Decide if there is a need for any A.V. equipment (put into CCB)

\_\_\_\_ Determine if food is needed.

\_\_\_\_ Select the caterer and order food (Minimum 2 weeks prior, with final count 3 days from event.)

\_\_\_\_ Coffee planned and ordered (New City 2 weeks; Folgers 3 days prior to event).

\_\_\_\_ Check the inventory of supplies already available.

\_\_\_\_ Order needed supplies (Minimum two weeks prior to event.).

\_\_\_\_ Decide if tablecloths are needed. If so request them.

\_\_\_\_ Create and assign a Set Up Team for the event.

\_\_\_\_ Create and assign a Clean Up Team for the event.

\_\_\_\_ Identify individuals that will be authorized to spend money for the event.

\_\_\_\_ Budgetline account number has been determined.

\_\_\_\_ Decide what doors are to be used and the times for doors to be opened.

\_\_\_\_ Is childcare needed

\_\_\_\_ Is Security Team needed?

\_\_\_\_ Is there a need for pre-printed nametags?