



## EVENT PLANNING CHECKLIST

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### Stage 1: Event Approval

- ☐ Submit all necessary information/forms to your Ministry Leader/Division Director for event/budget approval. Include budget form if necessary.
- ☐ Upon event approval, develop an event planning team and schedule a meeting with the team.
- ☐ Agree on physical arrangements (rooms and set-up) and submit appropriate form for securing space.
- ☐ Submit Guest Speaker Request Form with name(s) of selected guests (speakers, singers, musicians, etc.) for pastoral approval and invitation.

### Stage II: Initial Contact with Ministries

*(Lead Time: Conference 9 months; Workshop 6 months; Other 3-4 months)*

- ☐ Confirm budget for event.
- ☐ Clarify needs:
  - Administrative and Design (e.g., registration link, QR code, graphics, handouts, other printed materials, name badges, pens, miscellaneous supplies, etc.)
  - Armor Bearers
  - Audio
  - Facilities / Maintenance
  - Gatekeepers/Greeters
  - Hospitality
  - Music / Dance / Theatre
  - Photography
  - Presentation / Lighting
  - Security
  - Sign Language
  - Video
  - Other: \_\_\_\_\_
- ☐ Schedule meeting with Ministry Department Heads and other key players.
- ☐ Appoint Committee Leaders.
- ☐ Delegate assignments and timelines.

- ☐ Submit request forms for Media and Digital support.

### **Stage III: Follow-up with Committee Leaders**

*(Lead Time: Conference 6 months; Workshop 4 months; Other 2 months)*

- ☐ Schedule follow-up meeting with Committee Leaders.
- ☐ Establish program and order of events.
- ☐ Submit all contracts to the Executive Pastor for review and signing.
- ☐ Confirm follow-up letters to guests/speakers are sent.
- ☐ Plan rehearsals.
- ☐ Begin expanded coordination and publicity.

### **Stage IV: Publicity and Follow-up**

*(Lead Time: Conference 3 months; Workshop 2 months; Other 2 months)*

- ☐ Follow-up with chairpersons to ensure volunteers are assigned for specific areas.
- ☐ Follow-up with the Church Office to ensure all publicity has been scheduled (mailings to individuals, churches, and or organizations).
- ☐ Assign other responsibilities as needed (e.g., Speaker Host, Program Host, etc.).
- ☐ Follow up with Event Planning Team to ensure all departmental needs have been met.

### **Stage V: Final Follow-up**

*(Lead Time: Conference 1 months; Workshop 1 months; Other 1 months)*

- ☐ Schedule meeting with Event Planning Team, Committee Leaders, Volunteers, Hosts, Facilities Manager, etc.
- ☐ Compose and submit a post-event survey
- ☐ Ensure final communication to guests with pertinent information regarding their participation in the event (e.g., speaking schedule, sound checks, hotel and flight itinerary, assigned host, contact numbers, etc.)

### **Stage VI: Pre-Event Check**

*(Lead Time: 1 week before the event)*

- ☐ Verify facilities/room set-up.
- ☐ Confirm audio-visual equipment is in place and test for operation (sound system, projection, microphones, etc.).
- ☐ Confirm other needed items:
  - Podiums

- Chairs
- Tables
- Display and Registration area with Tables and Chairs
- Name Tags
- Registration Signs / Check-in Codes
- Pens
- Money Bag / Change / Point-of-Sale Equipment
- Extension/HDMI Cords (where needed)
- Trash Containers
- Special Instructions determined
- Pre-service briefing and prayer (one hour before start time)

#### **Stage VII: Event Closure**

- ☐ Post-event surveys collected and analysed
- ☐ Special thank you notes sent
- ☐ Special commitments and promises followed up
- ☐ Cost analysis completed
- ☐ Submit all receipts and reimbursement requests, if applicable
- ☐ Turn in additional information or items to Church Office