

# Youth Ministry Event Planner Template

## Event Overview

Event Name:

Date:

Time:

Location:

Student Cost (if any):

## Pre-Event Preparations

### Logistics & Coordination

- Plan event budget
- Confirm or reserve location and any facility setup
- Confirm or reserve transportation as needed

### Food & Supplies

- What's needed:
- Who's purchasing:
- Pickup/delivery details:

### Activity & Game Supplies

- Materials needed:
- Who's purchasing and preparing:

### Volunteers

- Number of volunteers needed:
- Specific roles needed:
- Recruit volunteers
- Communicate details, roles, and expectations to volunteers

### Communication & Promotion

- Create promotional materials
- Promote to students and parents via church and student ministry channels
- If needed, coordinate registration and payments

### Other Preparations

- *List additional details such as: creating a music playlist, preparing any content, preparing any materials, or anything else that doesn't fit in the above categories*

## Day-Of Details

### Setup

- Setup Arrival Time:
- Setup Crew:
- Setup Details/Tasks:

### Roles & Responsibilities During Event

Person	Role	Responsibilities

### Tear Down and Clean Up

- Clean Up Crew:
- Tasks:

## Event Schedule

- *Break down the entire schedule of the event, with details to follow during the event and notes for any instructions you will give to students, such as rules for games.*
- *Some will find it helpful to be as detailed as possible here. The more detailed you are, the more this section becomes a “cheat sheet” during the event, reminding you what needs to be done and said, which may enable you to be more present during the event.*

## Post-Event Evaluation

- What went well:
- What could be improved:
- For next time:
- *Within a week of the event, complete an evaluation. Save this completed document for future reference. If planning this event again, make a new copy and adjust based on the evaluation notes.*