



Event Planning Work Sheet /Checklist / Evaluation

Lead Times: (C) Conferences, (W) Workshops, (O) Other

STAGE I: EVENT APPROVAL

DONE

Lead Time: (C) 6-12 months* (W) 6 months (O) 3-4 months

- Submit appropriate forms to Pastoral/Elders for Event (Building Usage, Voucher, etc.) ☐
- Upon event approval, agree upon physical arrangements (rooms & set-up) and submit appropriate form for securing rooms ☐
- Select and invite guest speakers ☐
- Schedule a meeting with the Pastoral/Executive Coordinator for discussion (if needed) ☐

MEETING DATE: _____

STAGE II: INITIAL CONTACT WITH PARTNER MINISTRY(S)

Lead Time: (C) 6 months (W) 4-6 months* (O) 3 months

- Confirm dates and budget for event ☐
- Clarify needs: ☐
 - ☐ Administrative
 - ☐ Audio
 - ☐ Musicians
 - ☐ Hospitality
 - ☐ Finance
 - ☐ Maintenance
 - ☐ Exaltation Team
 - ☐ Security
 - ☐ Transportation
 - ☐ Video
 - ☐ Other (please list)

- Schedule meeting with all involved Ministry Leaders (if needed) ☐
- Prepare assignments/engage volunteers ☐
- Submit request forms for Communications/ Media /Graphics and Audio/Video Team to elc@emerginglifechurch.org ☐
- Schedule appointment with Communications/ Media /Graphics and Audio/Video Team (if needed) ☐

MEETING DATES:

Audio/Visual _____

Communications _____

Others _____

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STAGE III: FOLLOW-UP WITH MINISTRY DEPARTMENTS

DONE

Lead Time: (C) 3 months (W) 3 months (O) 3 months

- Submit appropriate request forms for:
 - Announcements _____
 - Guest Experience (Hospitality)
 - Culinary
 - Registration Set-up
- Schedule follow-up meeting with ministry leaders and ministry participants
- Send follow-up letters to guests/speakers participating
- Arrange for announcements via radio or external entities
- Request Volunteers for specific areas

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Note: Advance requisitions must be submitted (10) days in advance.

STAGE IV: PUBLICITY & FOLLOW-UP

Lead Time: (C) 2-3 months (W) 2-3 months (O) 2-3 months

- Send out mailings to individuals, churches, or organizations
- Begin Announcements and Registration
- Hand out information after services
- Follow-up meeting with Ministry Team Leaders regarding responsibilities
- Assign other responsibilities as needed, i.e.: Speaker Host. Program Host,
- Follow-up with assignments for volunteers
- Schedule final meeting with Ministry Team Leaders, Volunteers, Hosts, etc.

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STAGE V: FINAL FOLLOW-UP

Lead Time: (C) 1 month (W) 1 month* (O) 2-3 weeks

- Schedule meeting with ministry team leaders, ministry participants, volunteers, host, etc.
- Send final letters to speakers reiterating pertinent info regarding their participation in the conference, i.e. speaking schedule, assigned host, contact numbers, hotel & flight iterate, etc.

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*Applicable for out of town guests only. Final letters may be mailed at 2-3 weeks for in-town guest

FINAL FOLLOW-UP MEETING: _____

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STAGE VI: PREPARATION

Lead Time: 1-2 weeks

1.) FINANCES

- Submit Requisitions for all speaker's offering (10) days in advance of date needed

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2.) SPEAKERS

- Final Hosting Assignments (Include emergency contact #'s)
- Hotel Accommodations Info
- Transportation arrangements for Speakers
- Review Itinerary

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OTHER PREPARATION

Lead Time: 1-2 days prior to event

1.) FACILITY (Building usage request and room set up forms should be submitted 4 wks in advance)

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2.) EQUIPMENT (Equipment request form should be submitted 4 weeks in advance)

- Audio-Visual needs (i.e. sound system, projector, screen, microphones, extension cords, etc)
- Podium
- Chairs (#_____)
- Tables (#_____)
- Display and registration area with table and chairs (# tables_____ #chairs_____)
- Easel / Flip Chart / Markers
- Registration forms
- Tape
- Money Box and change
- Rented equipment will be provided by the following:
- Company / Person_____
- Phone # _____

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3.) FOOD

- Tables and chairs for meal
- Coffee, hot water, tea, cream & sugar, etc.
- Extension Cords
- Trash Containers
- Table Decorations
- Dishes, napkins, etc.
- Adequate volunteers for serving
- Clean-up

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4.) PROGRAM PREPARATION

- Host appointed
- Agenda planned
- Sound and equipment set up and checked
- Persons involved informed of their responsibility
- Pre-service briefing & Prayer (15 minutes prior to start time)

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STAGE V: EVENT CLOSURE

- Event location cleaned and restored to proper order
- Evaluation(s) completed
- Special commitments and promises followed up
- Requisitions for reimbursements submitted with all receipts (if applicable)

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POST EVENT EVALUATION

How did we meet our goals/objectives? If they were not met, why not?

Did we meet our budgetary goals?

Did we have enough volunteers for the event?

Did we have adequate advertising/public relations for the event? How could we have made this better?

Would we execute this or a similar event in the future? If so, suggestions for improvement.