

# CHURCH EVENT CHECKLIST

## 4 MONTHS PRIOR

- Plan the purpose and description for your event.
- Budget for Event
- Estimate Participation/target audience
- How much do you plan to charge?
- Reserve space & event date
- Do you need to fundraise for additional funds?

## 1-2 MONTHS PRIOR

- Team planning: What supplies will you need? Develop a list
- Plan Menu
- Schedule Help (Ushers, Greeters, Childcare, Parking, Media)
- Request Funds/Check
- Designate someone to keep track of receipts
- Report Progress to Dir. Of Ministries

## 1-2 WEEKS PRIOR

- Create pre-recorded music list
- Confirm clean-up & set-up crew
- Report Progress to Dir. Of Ministries
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## 2-3 MONTHS PRIOR

- Team planning: Event title, Theme, Color scheme, & Images
- Submit Announcement Request
- Collaborate with Media Coord.
- Advertise Event
- Request Funds/check to place deposit on space and/or cateror
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## 1 MONTH PRIOR

- Confirm vendors
- Check on ticket sales
- Intensify efforts to Advertise
- Plan an order of service
- Report Progress to Dir. Of Ministries
- Communicate needs to other Ministries

## 1 DAY PRIOR/DAY OF EVENT

- Buy and arrange flowers and decorations
- Cook and prep as much food as possible
- Place serving pieces on table
- Pay vendors
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