

# Event Planning Checklist

Use this basic checklist to assist your group in planning a successful event. Remember, there may not be all of the specifics that your event requires on this sheet, so brainstorm prior to starting your event planning to make sure everything gets covered!

Name of Event:

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Date:

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Time:

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Location:

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Event Purpose:

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## BRAINSTORMING

- Will the event work?
- How many people do you need to make the event happen?
- Does the event serve a need of the ward?
- Do we have the resources to make it happen?

## BUDGETING

- See sample budget planning sheet (attached)

## SCHEDULING

Who's in charge:

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- Check to make sure the facility is available for the event
- What size room do you need?
- What kind of tech needs do you have?
- What can you afford?
- Tentatively book a date
- Schedule a meeting to go over your tech needs
- and room set-up (sound system, mikes, etc.)

**PERMITS** (If not at the church building, are any permits needed?)

Who's in charge:

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- Food Handlers
- Security Scheduled

## ADVERTISING

Who's in charge:

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- Postering
- E-mailing
- Fliers
- Announcements / Bulletin / Newsletter

## FOOD / REFRESHMENTS

Who's in charge:

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- What type of Food may be served?
- Potluck or Purchased food?
- Costs associated with the food?
- Sit Down Meal?

## SHOPPING

Who's in charge:

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Supplies needed for your event:

- Silverware
- Plates
- Napkins
- Cups
- Decorations
- Other:
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## WEEK PRIOR

- Assign event shifts for group volunteers (set-up, during, take down)
- Create any programs or fliers needed at the Event

## DAY OF EVENT

- Arrive early for the event for set-up
- Meet participants at the event and assist with set-up
- Greet guests at the door
- Have fun!
- Clean up

## AFTER THE EVENT

- Send thank you notes to participants and to volunteers who worked extra hard
- Do a post-event evaluation (see example attached)
- Make sure to turn in receipts for reimbursement

## **POST-EVENT EVALUATION**

1. Did we meet our goals/objectives with this event?
2. Did we meet our budgetary goals?
3. Did we have enough volunteers for the event?
4. What could we have done differently to make the event better/more productive?
5. Did we have enough advertising/PR for the event? How could we have made this better?
6. Did we execute the program in a professional manner?
7. Did we face any group conflict with this program? What was it? How was it resolved? What could we have done differently?
8. Would we do this type of event again?
9. If we execute a similar program in the future? What changes would we make?
10. How does this program allow us to grow as a ward? Was it a good program?