

**6 to 12 Months Prior to the Event**

- Planning Meeting
  - This meeting should include all essential team members and should be an interactive session of ideas and concepts (brain storming)
  - Complete the Event Planning Worksheet
  - Decide on preliminary budget (for food, drink, advertising, decorations)
  - Schedule firm monthly team leader meetings and provide detailed assignment due dates
  - Develop follow-up plan for contacting visitor participants after event
- Contact outside organizations as needed (town, school, police, fire, etc.)
- Confirm speakers/guest entertainers
- Get quotes and procedures as needed from media outlets (newspaper, radio, TV, etc.)
- Get quotes if we are using an outside printer for advertising and/or other materials

Item	Cost	Item	Cost
Speakers		Design/printing	
Travel		Decorations	
Lodging		Office Supplies	
Food		Advertising	
Equipment Rental		Entertainment	
Other _____		Other _____	

Check the items completed and turn in to the activities coordinator along with the event planning worksheet.

Event \_\_\_\_\_

Event Planner \_\_\_\_\_

Event Date \_\_\_\_\_

Signature \_\_\_\_\_

Event Time \_\_\_\_\_

Today's Date \_\_\_\_\_

**4 to 5 Months Prior to the Event**

- Final detailed budget
- Begin a volunteer list and recruitment
- Determine audiovisual requirements and volunteers
- Determine building, parking, and other logistical needs
- Develop menu/refreshments
- Order supplies, such as foam plates, paper cups, etc.
- Prepare layouts for advertising and order or print materials
- Order ministry materials and promotional items including volunteer shirts, patches, badges, uniforms, accessories, etc.
- Complete lists for mailing/emailing/Facebook for invitations and postcards
- Follow-up plan completed and volunteers enlisted
- Begin volunteer training

**Remember: Ownership by your volunteers is dependent on preparation, training, and promotion. This conveys your vision to them in a tangible way.**

Item	Cost	Item	Cost
Speakers		Design/printing	
Travel		Decorations	
Lodging		Office Supplies	
Food		Advertising	
Equipment Rental		Entertainment	
Other _____		Other _____	

Check the items completed and turn in to the activities coordinator.

Event \_\_\_\_\_

Event Planner \_\_\_\_\_

Event Date \_\_\_\_\_

Signature \_\_\_\_\_

Event Time \_\_\_\_\_

Today's Date \_\_\_\_\_

**2 – 3 Months Prior to the Event**

- Volunteers given specific assignments (some events will have these assigned 4 to 12 months in advance)
- Follow up and accountability with team members
- Team member training continues
- Final** revision of schedule, procedures, and needs
- Promotion plan completed
- Hold a walkthrough of the event with all team leaders
- Follow up plan reviewed

**Remember: Ownership by your volunteers is dependent on preparation, training, and promotion. This conveys your vision to them in a tangible way.**

Check the items completed and turn in to the activities coordinator.

Event \_\_\_\_\_

Event Planner \_\_\_\_\_

Event Date \_\_\_\_\_

Signature \_\_\_\_\_

Event Time \_\_\_\_\_

Today's Date \_\_\_\_\_

**1 Month Prior to the Event**

- All promotional materials completed and received
- All advertising sent to respective organization (newspaper, TV, radio, etc.)
- Confirm that the recipient at the advertising organization received the advertisement.
- Order all food
- Food purchases finalized with a pick up person, time, and date
- Schedule of all personnel, job descriptions, including building and clean up personnel
- Final volunteer training
- Volunteers given specific assignments (some events will assign these 4 to 12 months in advance)
- Follow up and accountability with team members
- Team member training continues
- Final** revision of event schedule, procedures, and needs
- Promotion plan completed
- Finalize parking, clean up, and security details
- Confirm set up and tear down times with responsible team members
- Confirm returning of borrowed or rented items and items being returned for credit with responsible team member (NOT THE PASTOR)
- Promotions begin within church and community!!!!

**Remember: Ownership by your volunteers is dependent on preparation, training, and promotion. This conveys your vision to them in a tangible way.**

Check the items completed and turn in to the activities coordinator.

Event \_\_\_\_\_

Event Planner \_\_\_\_\_

Event Date \_\_\_\_\_

Signature \_\_\_\_\_

Event Time \_\_\_\_\_

Today's Date \_\_\_\_\_

**2 Weeks Prior to Event**

- Send out emails confirming with all volunteers the time, date, and place of the event
- Meet with team to finalize plans and convey with volunteers the finalization of plans
- Promotions continue with extreme emphasis
- Double-check everything
- Finalize team member training and assignments
- Finalize all team member supply needs
- Finalize all seating and table arrangements
- Confirm the number of team members and assignments to ensure that we have enough people
- Verify food purchases and pick up with person responsible

Check the items completed and turn in to the activities coordinator.

Event \_\_\_\_\_

Event Planner \_\_\_\_\_

Event Date \_\_\_\_\_

Signature \_\_\_\_\_

Event Time \_\_\_\_\_

Today's Date \_\_\_\_\_

**1 Week Prior to Event**

- Meet with all team members for last minute details
- Final rehearsal or walkthrough of event
- Verify final tear down and cleanup plans with responsible team members
- Verify the returning of borrowed or rented items and items being returned for credit with responsible team member (NOT THE PASTOR)
- Team leaders recheck every area and try to anticipate and plan for any unforeseen changes, plans, or issues
- Final review of all team member tasks
- Review follow-up plan with team members
- Send out email to all volunteers with a reminder, encouragement, change of plans, etc.
- Confirm with team members when they should arrive

Check the items completed and turn in to the activities coordinator.

Event \_\_\_\_\_

Event Planner \_\_\_\_\_

Event Date \_\_\_\_\_

Signature \_\_\_\_\_

Event Time \_\_\_\_\_

Today's Date \_\_\_\_\_

***Day Prior to Event***

- Recheck all equipment and supplies for the event
- Recheck logistical issues for traffic flow through the event, arrival and dismissal procedures, kitchen needs, security needs, etc.
- Confirm set up of all rooms, tables, etc.

***Day of Event***

- All team members arrive at least one hour early
- Check audio/visual equipment at least one hour prior
- Final check of all areas being used for the event, including bathrooms
- Greet team members and cover any final details

***One Day After Event***

- All rooms have been cleaned
- All bathrooms have been cleaned
- All floors have been mopped or vacuumed
- All items have been returned or scheduled for return
- All decorations and/or props have been torn down and stored
- Team member event review has been scheduled

Check the items completed and turn in to the activities coordinator.

Event \_\_\_\_\_

Event Planner \_\_\_\_\_

Event Date \_\_\_\_\_

Signature \_\_\_\_\_

Event Time \_\_\_\_\_

Today's Date \_\_\_\_\_