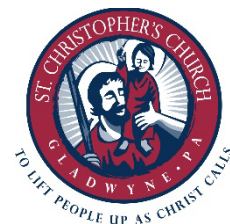


EVENT PLANNING CHECKLIST



EVENT DETAILS

Event Name:

Event Coordinator:

Event Purpose:

Event Date:

Event Time:

Event Location:

Setup Time:

Teardown Time:

Layout of Room Setup:
(draw on back)

Equipment:

Door Times (open & close):

of People Expected:

Staff Member Notified:

Videographer:

Food Coordinator:

LEADER CONTACT INFORMATION

Name:

Phone:

Email:

Others Involved:

VOLUNTEERS:

How many volunteers are needed?

How do volunteers sign up?

When will sign-up begin?

Which staff members need to be present, and during what timeframe?

GRAPHICS & PRINTING

Coordinate with the office. Advertising should begin 4 weeks prior – longer if media is involved.

Logo/Graphic:

Postcards:

Flyers/Posters:

Write up of Event:

Weekly Email:

Sunday Pulpit Announcement:

Other notes: