



PRE EVENT PLANNING

Ministry/Event Name _____

Date of Event (Month, Day(s), Year) _____

Staff Contact _____

Point Person _____ Phone # _____

Event Location _____ Phone # _____

Event Time Frame _____

Purpose of the Event

☐ Outreach ☐ Salvation ☐ Fun ☐ Discipleship ☐ Equipping ☐ Relationship building

What are the goals of the event? What are we trying to accomplish? At the end of the event what do we want the participant to walk away with?

Specific direction, guidelines, timeline, details from the Senior Pastor

Target Audience

Who is the "target" for this event? Who are we trying to reach?
(Age specific group, the lost, Christians, seekers, etc)

What kind of environment do we want to have?
(Greeters, music, feel of the room, etc)

How will we follow up with our audience?

Timeline of Event (Organized in a timeline format to be handed out)

Set-up Time _____ Event Start Time _____ Event End Time _____

Break-down Time _____ Total Time _____

Volunteers

How many volunteers do we need? _____

How do we recruit volunteers? _____

What do we expect from our volunteers? (What will they be doing?)

Any training needed for the volunteers? _____

Volunteer arrival and departure time? _____

Ministries Involved	Yes/No	Date	Time	Person Responsible
Ushers				
Prayer Cloth				
Childrens'				
Nursery				
Praise Team				
Audio/Video				
Altar				
Bookstore (Book Table)				
Information Center				
Cleaning Staff				
Parking Lot Attendants				
Hospitality Teams				
a. Janet Deagle				
b. Joanne Harris				
c. Lynne Davenport				

Budget/Expenses

What is the total budget for the event? _____

What are our expenses? (Speaker, childcare, food, publicity, etc.)

What are the total expenses? _____

Cash advance needed? _____

Cash request needed? (rentals, caterer, etc.) _____

Receipts turned in to the office? (Any future credit card payments or bills being sent at a later date)?

Person in Charge

Who is in charge of **each** element of the event?

Registration _____

Facilities _____

Audio/Visual _____

Promotion _____

Food _____

Budget/Expenses _____

Please make sure you talk to each person you are asking to be in charge of an element of the event, and obtain confirmation that they are able and willing to be a part of the event before you submit your Pre Event Planning Form.

Registration

How and where will participants sign up? _____

With whom? _____

Registration forms and payment options? _____

Due dates for payments and forms? _____

Registration list, list of who is attending _____

Facilities

Details on facility set up _____

Rooms	Yes/No	Date	Time	Person Responsible
Sanctuary				
Family Life Center - Gym				
Family Life Center - Classroom				
Youth Room (Sanctuary)				
Hospitality Room 1				
Hospitality Room 2				
Children's Church				
Nursery				
Classroom 1				
Classroom 2				
Classroom 3				
Classroom 4				
Commercial Kitchen				
Warming Kitchen				

Set Up	Yes/No	Date	Time	Person Responsible
Tables				
Chairs				
Plates				
a. dinner				
b. salad				
c. dessert				
Glassware				
Plasticware				
a. 8 oz				
b. 12 oz				
Utensils				
a. forks				
b. spoons				
c. knives				
Napkins				

Set Up (continued)	Yes/No	Date	Time	Person Responsible
Tablecloths				
a. plastic				
b. cloth				
Doors Unlocked				
Outside Lights (pole)				
Inside Lighting				
Heating/AC				
Trash Receptacles				

Take Down	Yes/No	Date	Time	Person Responsible
Trash				
Sweep				
Mop				
Vacuum				
Tables				
Chairs				
Dishes				
Stove				
Sinks				
Bathrooms				
Audio/Video				
Doors Locked				

Details on facility break down

Audio/Visual Equipment

Check any equipment you will need and would like to request.

- | | | | |
|--------------------------------------|--|--|---|
| <input type="checkbox"/> PA system | <input type="checkbox"/> Audio recording | <input type="checkbox"/> Audio recording | <input type="checkbox"/> Video recording |
| <input type="checkbox"/> Projection | <input type="checkbox"/> Lighting | <input type="checkbox"/> Soundtracks | <input type="checkbox"/> TV/CD/DVD player |
| <input type="checkbox"/> Photography | | | |

Please list specific requests for microphones

Cordless # _____ Wireless ear mic # _____ Wireless lapel # _____

Please list specific details concerning your technician needs below

Audio Technician(s) _____

Video Technician(s) _____

Photographer _____

Promotion

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Email | <input type="checkbox"/> Bulletin | <input type="checkbox"/> Newspaper ad | <input type="checkbox"/> Verbal announcements |
| <input type="checkbox"/> Posters | <input type="checkbox"/> Post cards | <input type="checkbox"/> Social networking | <input type="checkbox"/> Radio announcement |
| <input type="checkbox"/> Website ad | <input type="checkbox"/> Tickets/invitations | <input type="checkbox"/> Overhead slide | <input type="checkbox"/> Announcements slides |
| <input type="checkbox"/> In-house video promo | <input type="checkbox"/> Flyers/brochures/handouts | <input type="checkbox"/> Registration forms/Sign-up sheets | |

What is the promotion production timeline? _____

What is the event theme or other related ideas? _____

List specific details regarding promotional items (type, amount, etc.) _____

Event Promotional Plan & Time Line

Two/Three months out _____

Six weeks out _____

Four weeks out _____

Two weeks out _____

One week out _____

Day(s) before/on event _____

Food

What is the menu? _____

Who will buy the food? When? How will they pay for it? _____

Will food need to be stored after purchase in CFC's refrigerator/freezer? _____

Who will prepare the food? _____

What cooking equipment will be needed? _____

Food utensils (preparation, serving, eating, and clean-up) _____

Who will serve the food? _____

Style of serving? _____

Who will be cleaning up? Do you need clean-up supplies? _____

Left over food disposal _____

Items To Bring

What will the participants need to bring for the event? _____

How will they find out what to bring? (email, bulletin, web, etc.) _____

Additional Event Information

Program details? _____

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How will you say "thank you" to those involved? (thank you notes, announcement from pulpit, etc.)

Other? _____