

RESPONSIBILITIES

#	TASK TO BE COMPLETED	BY WHEN	BY WHO	STATUS
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EVENT CHECKLISTS

PLANNING CHECKLIST

PLANNING MEETING

- Date of meeting
- Distribution of tasks
- Email planning forms
- Follow-up meetings
- Point persons follow-up

PROGRAM SITE(S)

- Location(s)
- Contact person(s) info
- Cost
- Directions/Event U
- Set-up/clean-up
- Food services
- Sound system
- Audiovisual equipment
- Do they have first aid
- Emergency procedures
- Video/pictures allowed
- Security
- Restrooms/water
- Information desk
- Billing process
- Do they take credit cards
- What if it rains?

BUDGET

- Cost of event
- Registration fee
- Registration deadline
- Early-bird/Guest fee
- Price of event for adults
- Save receipts

PROGRAM SCHEDULE

- Put together schedule
- Give schedule to staff
- Supplies needed
- Setup/cleanup
- Discuss details with MC
- Transportation
- Guests to be invited
- Drama
- Band
- Sound
- Lighting
- Media
- Speaker
- Games
- Security

FOOD

- Menu
- Number to be served
- How to serve
- Set-up/clean-up
- Cost
- Budget
- Billing process

PHOTOGRAPHY

- Bring camera(s)
- Take digital pictures
- Video
- Burn to disc
- Distribute copies of disc

FOLLOW-UP

- Guests
- Thank volunteers
- Contact person(s)
- Financial report
- Statistical report
- Team meeting
- Email results to staff

PUBLICITY

- Logo design
- Flier design
- Guest invites design
- Poster/sign design
- Video announcement
- Drama announcement
- Church website
- Registration form
- Promotion letter mailer
- Email mailer
- Radio and TV
- School announcements
- Calendar-of-events
- Bulletin announcement

FLYER CHECKLIST

- Does the event have a name?** If not, why not? If so, does it clearly communicate the event's tone?
- Is there a clear description?** Have I painted a picture in their minds?
- What age group is this event for?** If it's targeted for elementary kids only, how have I made sure that's clear?
- Have I made sure the days and dates of the event are prominent and accurate?** Prominence means placement, size of type, and reiteration.
- Where will this event be happening?** Have I clearly communicated our gathering location?
- What are the driving directions to the event?** Are you traveling together or do people find their own way there?
- What time does the event begin?** Not only that, but what time do I want kids to arrive at the church?
- Where do kids get dropped off?** Is this a different than normal?
- What time does the event end?** What time are kids picked up?
- Where do parents pick up?** Is this a different than normal?
- What's the cost of the event?** Are there scholarships or alternate payment methods available?
- Does the cost change for early or late sign-ups?** Are there multiple "cut-off" dates?
- Does the cost go down if kids get their friends to sign up?** Are there discounts for friends who come?
- When is payment expected?** How is money turned in?
- What payment is accepted?** Who do checks get made out to? Do they take credit/debit?
- Will there be a need for kids to bring extra money to the event?** If so, describe the expenses.
- Do they need to RSVP?** Sign ups?
- Do I need to include a registration form?** If so, how do they return it to me? How will I gauge attendance?
- Do I need to include a medical release form with the flier?** If not, how will I get kids to sign the form?
- What do kids need to bring for this event?** Have I considered the time of year, physical nature of the event, and list of "don't bring" items?
- Is there a speaker at the event?** Who is it and why did I invite them? What will he or she be speaking on?
- What music will be at the event?** Who will play the music, and why did I invite him/her/them?
- How can parents reach me if they need to?** Have I covered all the bases for emergency contact information?
- Can kids bring their friends?** Is it clear who can and can't participate?
- Are there eye-catching graphics?** Visit <http://www.istockphoto.com/>
- Did I check my flyer for spelling and grammar errors?** Have I given the piece to a trusted proofreader?
- Does the flyer give God glory?** Is Jesus the center?

EVENT ASSESSMENT FORM

PROGRAM:	
PURPOSE:	
AUDIENCE:	
SUCCESS:	
TEAM LEADER:	
DATE/TIME:	
WHERE:	

DID WE SUCCEED?

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How effective was our promotion? What should we do differently next time?
 Have we sent thank you cards/gifts to the appropriate people?
 Who made a spiritual decision at this event? Has follow-up been completed?
 Is there any conflict between parents, leaders, and/or kids that needs follow-up?
 Is the budget for this event balanced (outstanding payments and account transfers)?
 How was child participation?
 How was adult participation?

WHAT WORKED WELL?	WHAT WAS A CHALLENGE?	WHAT CAN WE IMPROVE?
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#	ADDITIONAL NOTES
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