

[Insert Church Name]

Event Planning Detailed Checklist

Part 1. Pre-Event Planning (4 – 6 Months Before the Event)

Normally, a big event is planned at least 6 months in advance. Below are the things you need to consider for your pre-event planning.

Goal and theme setting:

- What does the event aim to achieve? Is it for raising funds? Will it be a conference for young people? Be specific as possible
- Decide on the initial event theme

Set the date and possible venue for the event:

- How long will the event take place? (days?)
- Scout for possible locations

Attendees:

- Who are your participants? Are they young people? Couples?
- How many are expected to attend?

Delegate and assign working committees/volunteers

Formulate the event design:

- What's the program itinerary?
- What's the seating arrangements?
- Identify and contact speakers (preachers)/worship team/sponsors
- Set security plans or need for permits
- Identify the equipment needed, food that will be served
- From the cost estimates, create a budget plan

Event Registration:

- Is this paid or sponsored?
- Set up event registration and fee

Publicity and promotion

Part 2. Final Stages of Pre-Event Planning (1 Week – 2 Months Before the Event)

Venue and logistics:

- Finalize all details with the venue, equipment, food preparations, source materials, permits
- Review security plans and proofread written materials

- Speakers (preachers)/worship team/sponsors:
 - Finalize presentation/topics
 - Travel and accommodations for speakers/performers
 - Finalize sponsorship details and amount
- Reminders and confirmation:
 - Set reminders for participants and speakers
 - Confirmations for sponsors and speakers
- Maximize publicity

Part 3. During the Event: This is it!

- Working Committee
 - Make sure to check on the committee and ministry heads for updates and possible problems
- Event Check-In
- Venue and equipment final check
- Final walkthrough of the program
- Enjoy the event! You deserve it!

Part 4. Post-Event Follow Up and Assessment

- Assessment from the team
- Speakers (preachers)/worship team/sponsors
 - Be sure to send your taken of gratitude
- Participants
 - Send out promised resources if there are
- Budget/Funds raised
- Continue with your post-marketing plans