



Event Policy/Planning/Timeline

*Please note: Minimum requirement of event notification is "4 weeks out"
1Co 14:40 Let all things be done decently and in order.*

Event Summary

Event:

Date of Event:

Time of Event:

Location of Event:

Event Checklist

6 to 8 Weeks Out

- Check the church calendar for conflicting events
- Submit event request to pastors for approval
- Once event is approved begin preliminary planning vision/meetings
- Please inform all directors involved and/or affected by the event so they have time to plan accordingly (See “roles” list below)
 - Use directors@calvarycentral.org to communicate with all of Central’s directors
- N/A Bookstore – Anne Ross, Tim & Cindy Mrva
- N/A Children’s Ministry Director – Anne Ross (Sunday mornings)
Eric & Annie (Wednesday evenings)
- N/A Flyer – Department Head
- N/A Hospitality Ministry – Ace & Erlinda Balderrama
- N/A Internet Broadcast – Brian Prentiss
- N/A Men’s Ministry – Staff
- N/A Nursery – Cynthia Bennett
- N/A Summer Day Camp – Tammi Szenyes
- N/A Presentation – Patricia Prentiss
- N/A Security – Manny Castro
- N/A Greeting – Pastor Dan
- N/A Sound Technician – Elliott Smith
- N/A CD Ministry – Paul Gomez
- N/A Ushers – Regis Bohr
- N/A Women’s Bible Study – Becky Brown
- N/A Women’s Ministry – Becky Brown
- N/A Worship – Pastor John
- N/A Youth Ministry – Gabriel & Alicia Rivas
- N/A Calvary Day Care – Aaren Esh
- N/A Deacons – Regis Bohr
- N/A Cleaning – Cindy Ahart

- ❑ N/A PFG – Naeem Rasheed
- ❑ N/A College and Career – Elliott and Lisa Smith
- ❑ N/A Young Marrieds – Pastor Dan and Aaren Esh

4 Weeks Out (minimum)

- Submit event announcement to Pastor Dan for inclusion in e-bulletin and weekly announcements
- Submit announcement to Pati Prentice for announcement slide
- Make sure all directors have responded to your request with details of their arrangements for the event
- If there are registration fees work with bookstore staff on how to handle registration

2 to 3 Weeks Out

- Send out a reminder to individuals involved
- Send out a copy of the agenda for the event to the directors and pastors

1 Week Out

- Contact all involved and confirm all arrangements

After Event

- Follow up with a thank you to all individuals involved
- Evaluate the event with “After Event Review” (i.e. things that worked, things that didn’t)
- Turn in to the pastors: a copy of order of events, after event review, and anything else that would help in improving this event next year

Are the following areas covered and by whom? (See list of directors above)

Presentation (PowerPoint, Pictures, Movies)

Internet broadcast

Security

Childcare

Food

Sound

Lights

A/C

Chairs

Unlock building/Set-up/Tear Down/Clean Up

Other: _____

Copy of order of events should be given to pastors, key leadership, and/or people involved for communication purposes

The following is an exhaustive checklist for any event – it is created to help think the whole event through to avoid overlooking specifics

Event Planning Checklist

Planning Meetings

Dates of planning team meetings
Date of event
Distribution of tasks
Planning team phone numbers

Site of Event

Location
Contact person & phone number
Cost
Insurance
Map
Travel directions
Cleanup
Food service
Publicity
Site visit

Site Visit

Parking areas
Parking guides
Reserved parking
Security
Security guards

Signs

-- Outdoor signs needed
-- Indoor signs needed
Amplification system
Audiovisual equipment
Videotaping
First Aid / Doctor on call?
Phones
Information desk
Handicapped access
Restrooms
Water fountains
Procedure for communicating emergency messages

Registration area

-- Tables & chairs
-- Easel / bulletin board for poster
-- Display table
-- Wastebasket
-- Workshop area
-- Number of rooms and how equipped
-- Dining area
-- Arrangement & amount of seating
-- Collecting meal tickets
Billing process
What if rain? (impact?)

Food Service

Number to be served
One or more seatings
Date to give guaranteed number
Date number can be increased and by how many
Meal tickets
Menu
Cost and billing process
Adults to oversee

Budget

Costs
Registration fee and deadline
Early-bird registration? Deadline?
Receipts for purchases
Paying bills
Deposits
Refunds

Program

Schedule
Program booklet design
Request copyright permissions
Workshop descriptions
Number of copies needed
Welcome remarks
Announcements
Communicate with sound and video systems personnel
Seat reserved signs
Opening prayer
Special guests
Persons to be invited
Meal tickets
Invitation? (who gives it?)
Follow-up cards for prospects, take-home tracts, etc.

Keynote Presenter

Cost
Travel arrangements
Ground transportation
Accommodations and meals
Introduction
Videotaping
Amplification system
Person to assist presenter
Confirmation letter, event schedule, travel directions
Introduction of speaker

Supplies

Souvenir items
Name tags / lanyards (event schedule printed on backside)
Meal tickets
Ushers' badges
Pencils, pens, paper
Extra information / booklets for adult leaders

Workshops

Presenters
Confirmation letter & travel directions
Biographical and A/V form
Meal tickets
Descriptions for program booklet
Introductions of presenters
Product table (CD's, books, etc.)
Diagram layout of rooms
Number of seats needed in each
A/V equipment
Workshops assigned to rooms
Room signs
Poster diagram of workshop rooms' locations
Hall monitors
Person to verify room setups

Registration

Location for students to register
Mail-out with brochure re: event, registration card for event included
Pre-registration deadline (consider food service)
Registration process
Assignment. of participants to workshops
Registration desk staffing
Supervise registration process
Registration desk
Lists
Alphabetized list to identify workshop locations Emergency phone numbers
Alphabetical boxes of registrants' program booklets/ name tags / meal tickets; A-F; G-M; N-Z
Program booklets / name tag /meal tickets for staff, presenters, special guests
Marking pens, masking tape, petty cash, cash box
First-aid kit
Ushers' badges
Blank registration forms for at-the-door registrations
Items for display table

Follow-Up

Thank you letters
Youth volunteers
Adult volunteers
Presenters
Contact persons