

# Event Planning Checklist



Event Name: \_\_\_\_\_ Lead Team: \_\_\_\_\_

Date: \_\_\_\_\_ Supporting Teams: \_\_\_\_\_

*Our Vision: To be the head, heart and hands of Jesus Christ, driven by God's love for our church and the world beyond.*

This checklist is meant to help you plan and carry out a successful event at Southminster. We host many kinds of activities, big and small, so there are probably more things mentioned here than most people will need to think about. Take the time to read through the entire document early. Some activities have lead times to plan for. The more we can work together to arrange for people places and things to be in order the more successful we will all be!

Timeframe	Action	Things to Consider	Notes	Complete
Before getting started	<b>1. Determine who your event is for, what the purpose/goal is and the desired outcome.</b>	This will help determine event size, staffing requirements, communications channels, etc. Some questions to consider: A. Why are we doing this? <ul style="list-style-type: none"> <li>• To provide fellowship?</li> <li>• For community outreach?</li> <li>• As a fundraiser?</li> </ul> B. Who is this for? <ul style="list-style-type: none"> <li>• Southminster members only?</li> <li>• Southminster and the community?</li> <li>• An outside group (i.e. family reunion)?</li> </ul> C. What is the desired outcome?		<input type="checkbox"/>
Before getting started	<b>2. Determine which Teams are responsible</b>	<ul style="list-style-type: none"> <li>• Is there an event lead?</li> <li>• Which team is the primary sponsor of the event?</li> <li>• Which teams are supporting?                             <ul style="list-style-type: none"> <li>○ Are these roles clear and evenly distributed?</li> </ul> </li> </ul>		<input type="checkbox"/>
Immediate	<b>3. Determine your budget.</b>	<ul style="list-style-type: none"> <li>• Check with Team chair to determine available funds.</li> <li>• Obtain a Green Sheet from the office and use it to track your expenses.</li> </ul>		<input type="checkbox"/>
Immediate	<b>4. Determine how many people will be attending your meeting/event.</b>	<ul style="list-style-type: none"> <li>• The size of the event will help determine the cost, number of volunteers needed, appropriate venue, etc.</li> <li>• Consult with other event organizers, staff or the church office to understand attendance at similar events.</li> </ul>		<input type="checkbox"/>

## Southminster Event Planning Checklist

Timeframe	Action	Things to Consider	Notes	Complete
Immediate	<b>5. Pick a date and time.</b>	<ul style="list-style-type: none"> <li>• Contact the church Business Administrator to make sure there are no conflicts at that time and to get your event added to the church calendar.</li> <li>• Discuss support needed from office for event materials (photo copies, pens, etc.).</li> </ul>		<input type="checkbox"/>
Immediate	<b>6. Review facilities use policies, submit required paperwork and pay any applicable fees to the office.</b> Policies can be found at <a href="https://www.sminster.com/policies-and-forms/">https://www.sminster.com/policies-and-forms/</a>	<ul style="list-style-type: none"> <li>• This may/may not be applicable to your event. If you are not sure, consult the Business Administrator.</li> </ul>		<input type="checkbox"/>
Immediate	<b>7. Reserve the room you wish to use.</b> (To do this, access the room reservation system (Midas) through our website <a href="https://sminster.mid.as/webrequest.pl">https://sminster.mid.as/webrequest.pl</a> )	<ul style="list-style-type: none"> <li>• Consider the type of event, if decorations will be used and how, room layout, etc.</li> <li>• Reserve extra time for set-up and clean-up. Don't assume that you can access your room prior to your event/meeting. If you need to set-up or decorate beforehand, reserve the room accordingly.</li> <li>• If you need use of the kitchen, be sure to reserve that as well.</li> <li>• If you need tables or chairs set-up, A/V support, or other building resources prior to the event, submit a request to the office using the Facilities Use Application at <a href="https://www.sminster.com/Documents/SPC%20Facilities%20Use%20Application.pdf">https://www.sminster.com/Documents/SPC%20Facilities%20Use%20Application.pdf</a>.</li> </ul>		<input type="checkbox"/>
Immediate	<b>8. Determine the number of volunteers you will need before, during and after the event and assign roles (i.e. set-up, clean-up, publicity, photographer, kitchen leader, etc).</b>	<ul style="list-style-type: none"> <li>• Work with the Business Administrator to determine if staff will be available to help.</li> <li>• Provide the names and contact information for key volunteers to the church Business Administrator to handle questions and issues before and during the event.</li> <li>• Plan to have someone take pictures! Consider live streaming the event via Facebook! Sharing our fun and success helps grow membership and participation.</li> <li>• Work with the webmaster if online volunteer signup is required.</li> </ul>		<input type="checkbox"/>

Southminster Event Planning Checklist

Timeframe	Action	Things to Consider	Notes	Complete
Immediate	<b>9. Determine if child care is required.</b>	<ul style="list-style-type: none"> <li>• If so, contact the Director of Children’s Ministries to arrange.</li> <li>• Encourage parent/guardian to review Nursery Manual <a href="https://www.sminster.com/Documents/2011%20update%20nursery.pdf">https://www.sminster.com/Documents/2011%20update%20nursery.pdf</a>.</li> </ul>		<input type="checkbox"/>
Immediate	<b>10. Determine if advance sign-ups are required for this event and in what format.</b>	<ul style="list-style-type: none"> <li>• Person-to-person RSVP?</li> <li>• Paper form in the Narthex that you will create and remove when finished?</li> <li>• Web-based sign-up? If web-based, contact the Business Administrator to have a sign-up form added to the website.</li> </ul>		<input type="checkbox"/>
At least 2-weeks before the event	<b>11. For church-wide events, decide how and when to communicate your meeting/event.</b>	<ul style="list-style-type: none"> <li>• Use the Communications Channels guide for ideas on how and where to communicate your meeting/event. See: <a href="https://www.sminster.com/Documents/CommunicationsChannelGuidance.pdf">https://www.sminster.com/Documents/CommunicationsChannelGuidance.pdf</a> Reach out to the Communications Team for guidance.</li> <li>• Communicate early and often! Consider which channels are best to use for your target audience. The most effective communications use multiple channels and are timely.</li> <li>• Using the Publication Request form, prepare any written articles you would like published to promote your meeting/event (<b>allow 2 weeks for publication</b>). You can find the form here <a href="https://www.sminster.com/Documents/PublicationRequestv4.pdf">https://www.sminster.com/Documents/PublicationRequestv4.pdf</a>.</li> <li>• Follow directions on the form for submitting your request.</li> </ul>		<input type="checkbox"/>
Timing will depend on preparations required	<b>12. Plan your menu, if applicable.</b>	<ul style="list-style-type: none"> <li>• Don’t forget to supply your own table cloths, paper goods and utensils.</li> <li>• Consult the Fellowship Team for guidance.</li> </ul>		<input type="checkbox"/>

## Southminster Event Planning Checklist

<b>Timeframe</b>	<b>Action</b>	<b>Things to Consider</b>	<b>Notes</b>	<b>Complete</b>
Several days before event	<b>13. Contact the office to set up building access.</b>	<ul style="list-style-type: none"> <li>• If the meeting is scheduled outside of normal business hours, all doors to the building are locked.</li> <li>• Find out what keys are needed (building access, kitchen, storage, etc.).</li> <li>• Do a walk-through of the space prior to use.</li> <li>• Find out who to contact for a building emergency and get a phone number.</li> </ul>		<input type="checkbox"/>
Several days before event	<b>14. Determine how your attendees will gain access to the room you have booked and be sure to communicate that.</b>	<ul style="list-style-type: none"> <li>• Do not assume everyone has access or knows how to navigate the building.</li> <li>• Communicate door # to enter through to attendees and assign a door greeter to let people in.</li> </ul>		<input type="checkbox"/>
Day of event	<b>15. Arrive according to the time you have reserved the room.</b>	<ul style="list-style-type: none"> <li>• Keep in mind that there may be a meeting or event prior to yours in the same space. Do not assume you can access the room prior to the reserved time. If you need extra set-up time, reserve the room accordingly (as stated in Action 6)</li> </ul>		<input type="checkbox"/>
Day of event	<b>16. Clean up after your event</b>	<ul style="list-style-type: none"> <li>• Gather some people to help you:               <ul style="list-style-type: none"> <li>○ Wipe down tables (if needed)</li> <li>○ Take out the trash/recycle</li> <li>○ Sweep/vacuum (if needed)</li> <li>○ Clean and put away any dishes used</li> </ul> </li> </ul>		<input type="checkbox"/>
Day of event	<b>17. Depart at the end time indicated on your reservation.</b>	<ul style="list-style-type: none"> <li>• Keep in mind that you no longer have access to the room once your reservation time has ended. There may be another meeting or event scheduled for the room following yours, so please be courteous.</li> <li>• Clean up and lock up making sure that the room is at least as nice as you found it.</li> <li>• If you encounter any problems, contact the emergency number you previously obtained in Action 12.</li> </ul>		<input type="checkbox"/>

Southminster Event Planning Checklist

<u>Timeframe</u>	<u>Action</u>	<u>Things to Consider</u>	<u>Notes</u>	<u>Complete</u>
After the event	<b>18. Share your story!</b>	<ul style="list-style-type: none"> <li>• <b>Thank your volunteers.</b></li> <li>• Provide a recap of the event through your earlier communications channels along with copies of pictures and video to the Business Administrator for publication.</li> <li>• Consider a survey or informal discussions with participants and volunteers, asking what were the successes, challenges and suggested improvements for next time.</li> <li>• Make note of lessons learned to share with your team and for the benefit of future event organizers. <i>Did you meet your goals?</i></li> </ul>		<input type="checkbox"/>
After the event	<b>19. Complete final administrative tasks.</b>	<ul style="list-style-type: none"> <li>• Don't forget to submit your green sheet for approval and reimbursement, citing the appropriate cost center.</li> <li>• Return any keys to the Business Administrator</li> <li>• Report any incidents to the Business Administrator (i.e. broken dishes, messy room upon arrival, etc.)</li> </ul>		<input type="checkbox"/>