

Ministry Event Planning Checklist

This checklist is being provided to ALL FBBC Ministry Teams. Page 1 must be completed and submitted to Deacon Oscar Thomie prior to approval of your event (NO EXCEPTIONS). Pages 2-3 are detailed checklist items that your team will be required to complete during the planning phase of the event. Once your event has concluded please provide a copy of pages 2-3 to Deacon Thomie.



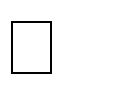
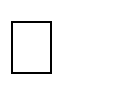
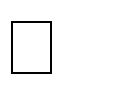
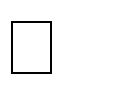
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| **Ministry Hosting Event** |  |
| **Name of event – what**  *Description of event* |  |
| **Date of event**  Date of event determined |  |
| **Time of event** |  |
| **Setup requirements of Church Staff**  Church staff requirements defined: (chairs, tables, unlock building, cooler, etc.). |  |
| **Location of event**  Location/venue for event booked |  |
| **Event coordinator/contact person**  What other Ministries will be involved in the event Event Planning Ministry (EPM) assistance requested |  |
| **Target audience – who**  *Who is this event targeted at?*  *What does the audience need to know?*  Target audience determined |  |
| **Message – what**  *What do you want to say to the target audience? What do you want them to know/do?*  Message determined |  |
| **Objectives – why**  Be clear about what you hope to achieve with this event.  Event Objective Determined |  |

Date Submitted: Signature:



Date Approved: Signature:

**FBBC Ministry Event planning detailed checklist items**



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| **Early event planning** | **Person**  **responsible** | **Action** | **Date to be completed** |
| **1.Budget** *(must be submitted 2 weeks prior to event)*  Vendors cost  Has Checks request been submitted /approved |  |  |  |
| **2. Protocol**  Any invites to consider outside of FBBC |  |  |  |
| **3. Invitations**  Mailing list generated/updated Invitation composed /checked Printer  RSVPs (responsible person briefed) Invitation list compiled  Names on list and titles/addresses checked for accuracy  Invitations sent |  |  |  |
| **4. Catering**  Cost per head or upfront  Culinary Team confirmed availability  Beverages – orange juice, mineral water, tea and coffee Food  Hot or cold  Self service or waiting staff Internal or external catering Power required  Equipment required  Tables, tablecloths, cups and saucers  Plates, napkins, knives and forks (disposable/non-disposable) Can the theme of the event be followed through in catering? Special dietary requirements of guests  Menu |  |  |  |
| **5. Advertising**  Press, radio TV, newsletter Other  Media release |  |  |  |
| **6. Program/running sheet/speeches**  Program finalised Running sheet written  Program/running sheet sent to speakers Speakers fully briefed  Let caterers know program - when to serve drinks/food |  |  |  |
| **7. Value added for guests** Copy of publication, CD-ROM Gifts  Programs Catalogues  Special offers/discounts Competitions  Prizes |  |  |  |

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| **Early event planning** | **Person**  **responsible** | **Action** | **Date to be completed** |
| **8. Security**  Security alerted  Occupational health, welfare & safety concerns addressed  Provision of first aid |  |  |  |
| **9. Audio/visual requirements**  PA system  CD or tape player  Lapel or handheld microphone Lighting  Extra electrical requirements |  |  |  |
| **10. Staffing**  Extra required  Staff to meet and greet guests |  |  |  |
| **11. Ambience**  Floral arrangements, pedestal – can the theme of the event be followed in flowers?  DJ / Background music |  |  |  |
| **12. Guest comfort** Wheelchair access Toilet facilities |  |  |  |
| **13. Hospitality**  Welcome signage at entrance Ushers briefed  Red carpet |  |  |  |
| **14. Housekeeping**  Cleaning before and after On standby during the event |  |  |  |
| **15. On the day**  Time for set up by whom Time for dismantle by whom Podium, stage  Tables, chairs layout Chair covers  Floor plan VIP seating Name tags  Clear location directions  Registration desk |  |  |  |
| **16. After the event** Person responsible Debrief  Comments on all aspects (negative and positive) Guest feedback  Guidelines for improvement next time Evaluation against criteria Celebration  Thankyou’s |  |  |  |

