

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 costHas Checks request been submitted /approved |  |  |  |
| **2. Protocol**Any invites to consider outside of FBBC |  |  |  |
| **3. Invitations**Mailing list generated/updated Invitation composed /checked PrinterRSVPs (responsible person briefed) Invitation list compiledNames on list and titles/addresses checked for accuracyInvitations sent |  |  |  |
| **4. Catering**Cost per head or upfrontCulinary Team confirmed availabilityBeverages – orange juice, mineral water, tea and coffee FoodHot or coldSelf service or waiting staff Internal or external catering Power requiredEquipment requiredTables, tablecloths, cups and saucersPlates, napkins, knives and forks (disposable/non-disposable) Can the theme of the event be followed through in catering? Special dietary requirements of guestsMenu |  |  |  |
| **5. Advertising**Press, radio TV, newsletter OtherMedia release |  |  |  |
| **6. Program/running sheet/speeches**Program finalised Running sheet writtenProgram/running sheet sent to speakers Speakers fully briefedLet caterers know program - when to serve drinks/food |  |  |  |
| **7. Value added for guests** Copy of publication, CD-ROM GiftsPrograms CataloguesSpecial offers/discounts CompetitionsPrizes |  |  |  |

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| **Early event planning** | **Person****responsible** | **Action** | **Date to be completed** |
| **8. Security**Security alertedOccupational health, welfare & safety concerns addressedProvision of first aid |  |  |  |
| **9. Audio/visual requirements**PA systemCD or tape playerLapel or handheld microphone LightingExtra electrical requirements |  |  |  |
| **10. Staffing**Extra requiredStaff 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 briefedRed 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, stageTables, chairs layout Chair coversFloor plan VIP seating Name tagsClear location directionsRegistration desk |  |  |  |
| **16. After the event** Person responsible DebriefComments on all aspects (negative and positive) Guest feedbackGuidelines for improvement next time Evaluation against criteria CelebrationThankyou’s |  |  |  |

