



FIRST BAPTIST CHURCH OF COLLEGE HILL EVENT PLANNING CHECKLIST

LEAD TIMES: (C) CONFERENCES, (W) WORKSHOPS, (O) OTHER

Stage I: Event Approval	<p>Lead Time: (C) 6-12 months (W) 6 months (O) 3-4 months</p> <ul style="list-style-type: none"> • Meet with Department Head for Approval <input type="checkbox"/> • Submit appropriate forms to the Administrative Assistant for Event information <input type="checkbox"/> • Verify Budget Approval with Bookkeeper <input type="checkbox"/> • Select and Invite Guest Speakers <i>(Prior Approval of Pastor required)</i> <input type="checkbox"/> • Contact Church office with all event details <input type="checkbox"/>
Stage II: Initial Contact with Ministry	<p>Lead Time: (C) 6 months (W) 4-6 months (O) 3 months</p> <ul style="list-style-type: none"> • Confirm dates and budget for event <input type="checkbox"/> • Clarify Needs: <input type="checkbox"/> <ul style="list-style-type: none"> Administrative _____ Audio _____ Bookstore _____ Communications _____ Hospitality _____ Finance _____ Maintenance _____ Praise & Worship _____ Security _____ Transportation _____ Audio/Video _____ Photography _____ Other _____ <p>List Other Needs: _____</p> <p>_____</p> <p>_____</p> <ul style="list-style-type: none"> • Schedule meeting with Ministry Leaders <input type="checkbox"/> • Prepare and Delegate Assignments <input type="checkbox"/> • Submit request forms <input type="checkbox"/> • Prepare flyers, posters, etc. or schedule meeting with Graphics Team <input type="checkbox"/> <p>Meeting Dates: _____ <input type="checkbox"/></p>
Stage III: Follow-up with Ministry Departments	<p>Lead Time: (C) 3 months (W) 3 months (O) 3 months</p> <ul style="list-style-type: none"> • Submit appropriate request forms for: <ul style="list-style-type: none"> Announcements _____ Monthly Newsletter _____ Kitchen _____ <ul style="list-style-type: none"> • Schedule follow-up meeting with your Ministry Leaders <input type="checkbox"/> • Send follow-up letters to guests/speakers participating <input type="checkbox"/> • Arrange for announcements via radio or external entities <input type="checkbox"/> • Recruit Volunteers for specific areas (if Needed) <input type="checkbox"/> <p>Note: Payment Vouchers must be submitted (7) days in advance for items requiring external purchases. Please check with the office before making purchases for miscellaneous items. We may be able to get the items at a discount. <input type="checkbox"/></p>
Stage IV: Publicity & Follow-up	<p>Lead Time: (C) 2-3 months (W) 2-3 months (O) 2-3 months</p> <ul style="list-style-type: none"> • Send out mailings to individuals, churches, or organizations <i>(Must have approval before mailing)</i> <input type="checkbox"/> • Begin Announcements and Registration <input type="checkbox"/> • Advertise in the Monthly Newsletter, and Slide Presentations <input type="checkbox"/> • Follow-up meeting with Ministry Leaders regarding responsibilities <input type="checkbox"/> • Assign other responsibilities as needed: Speaker Host, Program Host <input type="checkbox"/> • Follow-up with assignments for volunteers <input type="checkbox"/> • Schedule final meeting with Ministry Leaders, Volunteers, Hosts, Etc. <input type="checkbox"/>

Stage V: Final Follow-Up	Lead Time: (C) 1 month (W) 1 month (O) 2-3 weeks <ul style="list-style-type: none"> • Schedule meeting with Ministry Leaders, Volunteers, Hosts, etc. • Send final letters to speakers reiterating pertinent info regarding their participation in the event, i.e. speaking schedule, assigned Host, contact numbers, Hotel & Flight info. etc. • Applicable for out of town guests only. Final letters may be mailed out 2-3 weeks for in-town guest speakers. Final Follow-up Meeting Date/Time: _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Stage VI: Preparation	Lead Time: 1-2 weeks prior to event <ol style="list-style-type: none"> 1. FINANCES Submit Voucher Request for all speaker's offering (7) days in advance if needed 2. SPEAKERS <ul style="list-style-type: none"> • Final Hosting Assignments • Hotel Accommodation Info • Transportation arrangement for Speaker • Review Itinerary 	<input type="checkbox"/> <input type="checkbox"/>
Other Preparation	Lead Time: 1-2 days prior to event <ol style="list-style-type: none"> 1. FACILITY Location: _____ 2. EQUIPMENT <ul style="list-style-type: none"> • Audio/Visual • Podium (#____) • Chairs (#____) • Tables (#____) • Display & registration area with table and chairs • Name Tags • Registration Forms • Pens • Money Box/Change • Receipt Book • Rentals (If applicable) 3. FOOD <ul style="list-style-type: none"> • Tables and Chairs for meal • Coffee, hot water, tea, cream, sugar, etc. • Garbage Cans • Table Decorations • Dishes, Napkins, etc. • Adequate Volunteers for Serving • Clean-up 4. PROGRAM PREPARATION <ul style="list-style-type: none"> • Host Appointed • Special Ministry Selected • Special Announcement Determined • Persons involved informed of their responsibility • Pre-service briefing and Prayer (15 minutes prior to start time) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Stage V: Event Closure	Lead Time: 1-2 days following event <ul style="list-style-type: none"> • Thank you notes written • Cost Analysis completed • Special Commitments and promises followed-up • Submit all receipts with a voucher request for reimbursements (if applicable) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

