



## NEW BIRTH CHURCH Event Planning Checklist

### Event Goal

It's always helpful to understand what the goal of an event is. Here are some questions you need to ask:

- Is this event to provide fellowship? ☐ Yes ☐ No
- Is it a community outreach? ☐ Yes ☐ No
- Is it a fundraiser to raise money for a cause? ☐ Yes ☐ No

Depending on the event goal, the planning can vary. Make sure your planning team understands the why behind the event.

### Event Budget

It's critical that before planning for any church event should always begin with an event budget. Here are some questions you need to ask:

- Do you understand how much money is available to support the event? ☐ Yes ☐ No
- Will there be any money raised at the event? ☐ Yes ☐ No
- Is this event strictly an opportunity to give back to the congregation or community?  
☐ Yes ☐ No
- Did you include marketing materials, decorations, food, entertainment, equipment rental and supplies in your event budget? ☐ Yes ☐ No

### Church Event Theme

Every event should have an identified theme that helps determine all other supporting aspects of the happening. Here is a question you need to ask:

- Do you have a theme (Example: Mexican theme dictates the kind of food, decorations, music and atmosphere) to help create the atmosphere? ☐ Yes ☐ No

### Church Event Marketing

Attendance for events is only as high as the church's ability to get the word out or advertise for the event. Here are some questions you need to ask:

- Did you create a marketing plan to ensure people are aware of the event? ☐ Yes ☐ No
- Is the event solely for the church or is open to the community? ☐ Yes ☐ No
- Are you posting the event on the church website? ☐ Yes ☐ No
- Are you posting the event on the church bulletin? ☐ Yes ☐ No
- Are you announcing the event at church services and/or brochures? ☐ Yes ☐ No
- Are you planning to advertise on local radio or television? ☐ Yes ☐ No
- Who is the target audience for the event? ☐ Yes ☐ No

## Event Activities

Activities are the fun part of every church event and they provide the guests with things to do. Here are some questions you need to ask:

- Are you planning to have games for the event? ☐ Yes ☐ No
- Do you have the supplies you need for the activities? ☐ Yes ☐ No
- Do you have instructions for the activities? ☐ Yes ☐ No
- Do you have prizes? How will they be awarded? ☐ Yes ☐ No

## Event Food Planning

The food is often the highlight of the event so taking the time to plan and prepare great food can help create a very memorable experience for the guests. Here are some questions to ask:

- Are you going to cater the food? ☐ Yes ☐ No
- Do you have church volunteers preparing the food? ☐ Yes ☐ No
- Do you have a menu? ☐ Yes ☐ No
- Does the menu support the event theme? ☐ Yes ☐ No
- Do you have adequate paper goods? ☐ Yes ☐ No

## Event Set Up and Tear Down

Do you ever wonder about the invisible army that provides electric, sets up tents, tables, signage, trash cans, etc. at these events? A lot of time the group that shows up after the fact, takes it all down and cleans up the mess. Here are some questions you need to ask:

- Do you have a well-organized group to set up and tear down the event? ☐ Yes ☐ No
- Do have a backup in the event some does not show up? ☐ Yes ☐ No

## Event Decorating

To help create a fun atmosphere and reinforce your event theme you need decorations. Here are some questions you need to ask:

- Do you have a team that can be creative and dress up the event? ☐ Yes ☐ No
- Did your decorations reinforce your event theme? ☐ Yes ☐ No
- Did you have the event decorations approved first? ☐ Yes ☐ No

## Event Job Duties

Events require people to pull them off so it's important to have someone assigned to identify what jobs needs to be done. Here are some questions you need to ask:

- Did you assign people to each job? ☐ Yes ☐ No
- Did you create a chain-of-command/identify leadership over each area? ☐ Yes ☐ No
- Are these people volunteers? ☐ Yes ☐ No
- Do you have detailed job descriptions and training for each volunteer? ☐ Yes ☐ No

## Tech Arts Planning Event

Request for Technical Arts support of special events is required **30 days** prior to the event.

### Introduction

Planning an event involves meticulous attention to detail, a clear vision, and a structured approach. Please assist your Technical Arts Ministry team to make your event a success. God who created the heavens and earth is a planning God, we too should plan our activities accordingly.

Submitters Name:

Cell #:

Email Address:

### 1. Event Objective:

Begin by explaining the purpose of the event:

#### 1.1 Key Questions:

- What is the primary goal of the event?
- Who is the target audience?
- What message do you want to convey?

### 2. Event Date and Venue

- Date:
- Timeline (event beginning and ending times):

## 2.1 Venue Considerations

- Location:
- Capacity and layout:

## 3. Event Plan

- Develop a comprehensive plan that outlines every aspect of the event. This should include timelines, responsibilities, and contingency plans.

### 3.1. Event Elements

Technical Requirements: (audio-visual, lighting)

- Audio Requirements:
- Image or Media Requirements:
- Lighting Requirements:

### 3.2 Event Contacts

- (1) Name:
- Email:
- Cell:

Primary Responsibilities:

- (2) Name
- Email:
- Cell:

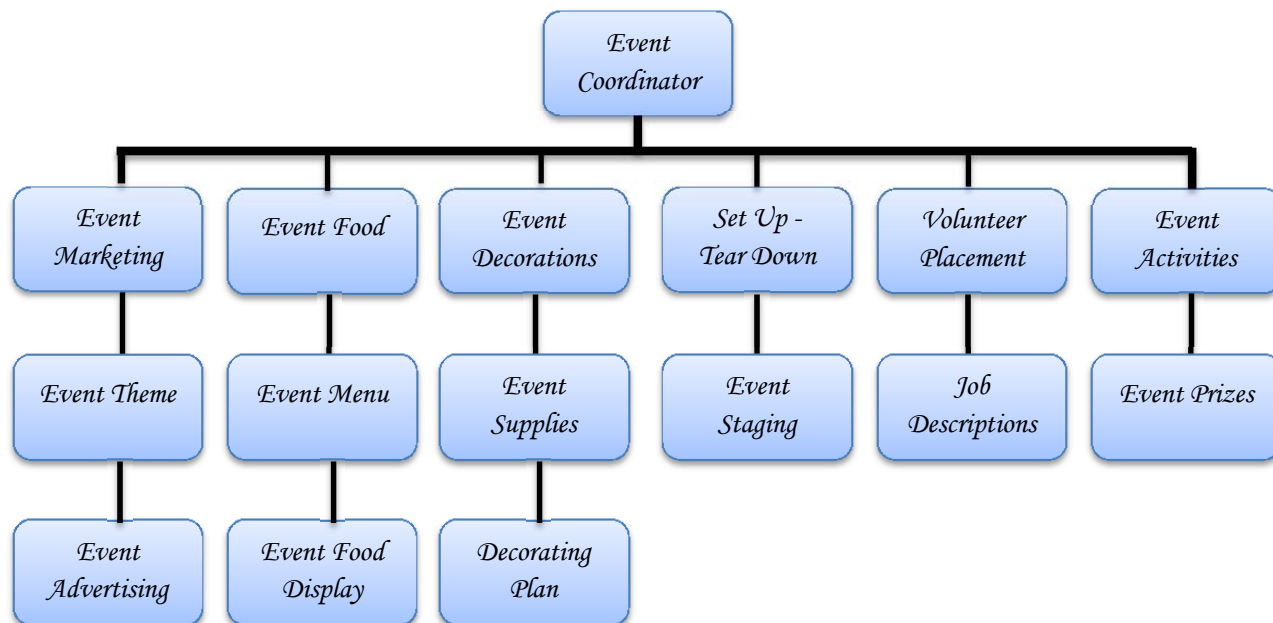
Primary Responsibilities:

## 4. Contingency Plans

## 5. Additional Details or Comments:

## Event Organizational Chart

Most people would prefer visuals so organizational charts are needed. They clearly show who has responsibility for what and in what order. Chain-of-command is less about who is on the top of the rung as it is who can make decisions and can help facilitate a smooth process. Here is an example event organizational chart:



Church events are a lot of fun and can provide great fellowship for a congregation and community. Having a structured church event planning process can help streamline the planning and ensure that no details get forgotten.