



EVENT PLANNING CHECKLIST

Complete and submit 45 days prior to your event.

Name of Event: _____
 Date: _____
 Time: _____
 Location: _____
 Event Purpose: _____

BRAINSTORMING

- Will the event work?
- How many people do you need to make the event happen?
- Does the event serve a need previously not met?
- Do we have the resources to make it happen?

BUDGETING/FINANCES

Officer in charge: _____
 To be completed by _____
 Are funds in place for this event?

SCHEDULING

Officer in charge: _____
 Date to be completed by _____
 Talk with appropriate room reservation office
 Tentatively book a couple of dates
 Call performer or vendor and schedule performance date
 Call the reservation office back to confirm your date
 Schedule meeting to go over tech needs and room set up
 Schedule travel arrangements for performer
 Book hotels and/or make dinner reservations for your performer

PERMITS

Officer in charge: _____
 Date to be completed by _____
 Food Permit completed
 Outdoor Space Permit completed
 Sound Permit completed
 Sanitation Permit completed
 Sales/fundraising permit completed
 Security Scheduled
 Film License

GRANTS/FUNDRAISING

Officer in charge: _____
 Date to be completed by _____
 If you are applying for grants, did you get your applications in by the deadline?
 Have you scheduled an appointment to meet with the grant committee?
 What measures are you taking to ensure you can pay your performer/vendors up front?

ADVERTISING

Officer in charge: _____
 Date to be completed by _____
 Posters/Fliers/Programs
 Emailing
 Website
 Slides
 Other forms or marketing

ITEMS NEEDED THE DAY OF THE EVENT

(Please indicate quantity needed)
 Officer in charge: _____
 Date to be completed by _____

- Silverware
- Plates
- Napkins
- Cups
- Decorations
- Cashbox
- Petty Cash
- Tickets
- Bug Spray
- Tents
- Coolers
- Games
- Bounce House
- Gamestop Truck
- Meat/Fish
- Barricades for parking
- Volleyballs/Footballs/Basketballs
- Ice
- Bread/Buns
- Condiments
- Drinks/Water
- Bull Horn
- Fire Extinguisher
- Trash Cans
- Fans
- First Aid Kit
- CPR/AED Machine
- D.J.
- Performer specific items/requested
- Other:
 - _____
 - _____
 - _____

EVENTS HELD AT DAVID ELEMENTARY

Alert the following groups:
 Welcome Committee
 Decision Counselors
 Youth and Children's Church
 Choir
 Bible Fellowship Teachers
 Other Ministry Leaders As Needed

Items to Consider

- Sound (speakers, wires, amps, etc.)
- Moving Equipment
- Seating/Extra Chairs (be sure to notify teachers if you are removing their classroom chairs)
- Reserve Classrooms
- Reserve Gym in Advance
- Security
- Collections/Finances

VOLUNTEER COORDINATOR

Officer in charge: _____

Date to be completed by _____

- Set Up
- During Event
- Tear Down/Clean Up

WEEK PRIOR

Officer in charge: _____

Date to be completed by _____

- Call reservations and make sure all details are secured
- Call and make sure all permits have been signed and are completely ready to pick up
- Call performer and make sure travel arrangements are secured
- Assign event shifts for group volunteers (set up, during, take down)
- Create any programs or fliers needed at the event

DAY OF EVENT

Officer in charge: _____

Date to be completed by _____

- Pick up performer/vendor and get to performance site
- Compile performer requests
- Arrive early for the event for set up
- Meet vendors at the event and assist with set up
- Greet guests at door
- Have fun!
- Clean up, remember that your reservations location may have special clean up regulations

AFTER THE EVENT

Officer in charge: _____

Date to be completed by _____

- Send thank you notes to performers and to volunteers who worked extra hard
- Complete post event evaluation form within two weeks of event date
- Make sure to pay all bills and turn in all grant paperwork on time

Don't forget to keep a list of the people and the phone numbers that you are contacting throughout your planning.