



FELLOWSHIP BIBLE BAPTIST CHURCH

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.

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

Date Submitted: _____

Signature: _____

Date Approved: _____

Signature: _____

FBBC Ministry Event planning detailed checklist items

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

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