

MINISTRY EVENT CHECKLIST

Name of Ministry Event _____	Start Time _____	End Time _____
Event Date(s) _____	Approximate Attendance _____	
Purpose for Event _____	Phone Number _____	
Person Requesting _____	Phone Number _____	
Person in Charge _____	Phone Number _____	

INITIAL CONTACT WITH THE MINISTRY	DONE
<ul style="list-style-type: none"> • Confirm the dates for the meeting • Agree upon physical arrangements (rooms and set-up) • Clarify equipment needs • Clarify food needs if the coffee time is to be handled • Agree upon cost, if any • _____ 	<ul style="list-style-type: none"> [] [] [] [] [] []
STAFFING <ul style="list-style-type: none"> • Finalize the schedule for the meeting • Prepare and delegate staff assignments • Select and invite guest pastors/guests/laypersons to participate • _____ • _____ 	<ul style="list-style-type: none"> [] [] [] [] []
PUBLICITY <ul style="list-style-type: none"> • Prepare a letter or brochure and necessary signs • Arrange to send the mailing prior to the meeting • Inform the staff to invite pastors and others they know who should attend • Announce meeting in staff meeting so all staff are aware • Place event on church web site • _____ 	<ul style="list-style-type: none"> [] [] [] [] [] []
FACILITY PREPARATION <ul style="list-style-type: none"> • Auditorium • Chapel • Parlor/Bride's Room • Fellowship Hall • Kitchen • Nursery • Office Area • Rooms (# _____) • _____ • _____ 	<ul style="list-style-type: none"> []
EQUIPMENT PREPARATION <ul style="list-style-type: none"> • Audio-Visual needs (i.e. sound system, piano, slide projector, etc.) • Podium (# _____) • Chairs (# _____) • Tables (# _____) • Display and registration area with table and chairs • Name tags • Registration forms, if needed • Marking pens • Money box and change • _____ • _____ • Rented equipment will be provided by the following : Company / Person _____ Phone No. _____ 	<ul style="list-style-type: none"> []

FOOD PREPARATION		DONE
•	Table and chairs for meal	[]
•	Coffee, hot water, tea, cream & sugar, etc.	[]
•	Extension cords	[]
•	Any necessary cabinet keys	[]
•	Trash containers	[]
•	Table decorations	[]
•	Silver, dishes, napkins, etc.	[]
•	Adequate volunteers for serving	[]
•	Special area for dirty dishes	[]
•	Clean-up (Janitor needs)	[]
•	_____	[]
•	_____	[]
PROGRAM PREPARATION		
•	M.C. appointed	[]
•	Special music selected	[]
•	Special announcements determined	[]
•	Persons involved informed of their responsibility	[]
•	Time limitation discussed with all participants	[]
•	_____	[]
•	_____	[]
OTHER SPECIAL NEEDS		
•	If minors involved, parental consents received	[]
•	Deaf intpretation	[]
•	_____	[]
•	_____	[]
•	_____	[]
FOLLOW UP		
•	Special thank you notes written	[]
•	Cost analysis completed	[]
•	Special commitments and promises followed up	[]
•	_____	[]
•	_____	[]
EVALUATION		
SUGGESTIONS FOR NEXT EVENT		