

Alfred Street
Baptist Church
Since 1803

Rev. Dr. Howard-John Wesley, pastor

Event Planning
Master Sheet and Checklist

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SNAPSHOT

Event Name _____

Budget \$ _____

Event Coordinator /Key Contact Name: _____

Preferred Contact: _____

How does this event support our vision?

What is the main purpose:

- ☐ Gather
- ☐ Connect
- ☐ Serve
- ☐ Grow
- ☐ Outreach

Target Population

- ☐ Community
- ☐ All Church
- ☐ Children/Youth
- ☐ Young Adults
- ☐ Men/Women
- ☐ Seasoned Saints
- ☐ Other

Description of Event (can be used in all publicity): *What will you be doing? Why should people come? Who should come?*

THE BASICS

Approximate number of people expected to attend/participate: _____

Date/Time of Event

Setup Time _____

Start Time _____

End Time _____

Tear Down Time _____

Location

- ☐ On site, preferred rooms _____
- ☐ Off site, location _____

Is advance registration required? Yes No

Registration Start Date _____

Deadline to Register _____

Is participation limited? Yes No

How many may register? _____

Cost per person \$ _____

Deadline for payment _____

Methods

- ☐ Email (less than 50 expected)
- ☐ Online form (more than 50 or payment/fees involved)
- ☐ Lower Level - dates

Time period

Registration Start Date _____

Registration End Date _____

Are release or permission forms needed?

MAJOR ELEMENTS & DETAILS

Check all that apply

- ☐ Invitations
- ☐ Ticket Sales
- ☐ Decorations
- ☐ Transportation
- ☐ Lodging
- ☐ Venue Reservation and Contract (for events at other locations)
- ☐ Partnership Agreements
- ☐ Online Registration Form (complex with 50 or more expected or to collect money)
- ☐ Technology (*see below*)
- ☐ Honoraria/Fees
- ☐ Food (*see Culinary below*)
- ☐ Pastoral Approval – submit list to MPM prior to contact
 - ☐ Solicit in-kind Donations (list of organizations)
 - ☐ Special Speaker(s)/Guest Musician (name, affiliation, brief description)
- ☐ Other

FACILITY RESOURCE NEEDS

Point of Contact for Facility _____

Preferred Means of Contact _____

Check all that apply

- ☐ What is the room layout (tables/chairs)?
- ☐ Podium
- ☐ Walkie Talkies
- ☐ Safety Vests
- ☐ Collection Bins
- ☐ Church Vans
- ☐ Short term storage (room or refrigerator/freezer) – for what items
- ☐ Space to sort/stuff/package/distribute – for what items

KITCHEN/CULINARY SUPPORT NEEDS

Point of Contact for Kitchen Support (Culinary Staff) _____

Preferred Means of Contact _____

Space FH (up to 30 seated) or MPR (up to 200 seated)

Check all that apply

- ☐ In House Caterer
- ☐ External Caterer (must be certified and meet with Kitchen staff)
- ☐ Napkins
- ☐ Cups
- ☐ Forks/Knives
- ☐ Ice
- ☐ Bottled water
- ☐ Other

TECHNOLOGY NEEDS

Point of Contact for Technology _____

Preferred Means of Contact _____

Check all that apply

- ☐ Will a power point presentation be shown?
- ☐ Will a DVD or CD be played?
- ☐ Microphone
- ☐ Is music or video being played (may need copyright clearance)

ADMINISTRATIVE SUPPORT

Point of Contact for Administrative Tasks _____

Preferred Means of Contact _____

Check all that apply

- ☐ Online Registration Form
- ☐ Photocopy/Print
- ☐ Facility Transport/Pickup of Items
- ☐ Photocopies
- ☐ Office Supplies
 - ☐ Nametags
 - ☐ Pens
 - ☐ Pads
 - ☐ Labels
 - ☐ Folders
- ☐ Copyright clearance (show a movie, play music or video)
- ☐ Other

PERSONNEL NEEDS

Point of Contact for Personnel _____

Preferred Means of Contact _____

Check all that apply

- ☐ Volunteers – Are background checks needed?
- ☐ Childcare – Mary Wair
- ☐ Ushers
- ☐ Greeters
- ☐ Security (ministry or police officers)
- ☐ Parking Attendants
- ☐ Approved Church Van Driver
- ☐ Health and Wellness (medical staff)
- ☐ Other

FINANCIAL NEEDS

Point of Contact for Finances/Budget Management _____

Preferred Means of Contact _____

Check all that apply

- ☐ Rent Supplies – tables, chairs, coat racks,
- ☐ Contract or Agreement needs to be signed
- ☐ Solicit donations – submit list in advance to MPM for Pastoral Approval
- ☐ Will gift cards be given out? (e.g., speaker token gift)
- ☐ Will a plaque be ordered
- ☐ Will leader/facilitator guides be ordered – order from Lifeway, get purchase order number

CHECKLIST

Event Date _____

Registration Start Date _____

Publicity Start Date _____

Schedule Church Resources	Done	Notes
Submit Facility Use & Resources Online Form		
Submit Online Registration Request		
Promotion	Done	Notes
Create persuasive Verbiage		
Create Monitor Slide		
Create Flyer for community		
Submit Request to Advertise		
Finances	Done	Notes
Negotiate Contract/Agreements, Get Vendor Quotes or Invoices		
Submit Contract/Agreement for Review & Signature		
Submit Fund Requests for church to procure/order items		
Submit Caterer fund request		
Submit Fund Request to pay Vendors		
Secure Additional Staff	Done	Notes
Volunteers		
Childcare		
Ushers/Greeters		
Security/Parking Attendants/ Police Officers		
Approved Driver		
Other	Done	Notes
Copyright Clearance		
AV training for classroom computers		