



Real Life Christian Church Event Planning Worksheet

What is the purpose of the event?

Who's responsible? (Name (s) of leadership team for this event)

- 1) _____ Phone # _____
- 2) _____ Phone # _____
- 3) _____ Phone # _____
- 4) _____ Phone # _____

Have you communicated with ministry team leaders affected by this event? *yes* *no*

Do you have the approval of your team leader? *yes* *no*

Target audience and Ministries that will be involved in this event:

Logistical information:

- a) Date (s) requested _____.
- b) Time (s) requested: (from) _____ (til) _____
- c) Room (s) requested _____
- d) Number of people expected in attendance _____
- e) Additional equipment requested: (e.g. TV, VCR, Coffee pots, Access to building, etc.)
 Audio tech needed
 Video tech needed
 Kitchen
- f) Is there any cost associated with this event? *yes* *no*
- g) If there is a cost for those attending, how much per person will you charge? _____

Approved By: _____ ***Date:*** _____

Event Planning Checklist:

This form is intended to be a tool to help you in the planning of events involving ministries, members, and participants of Real Life Christian Church. It is a general checklist and can be adapted to events both LARGE and SMALL. It is important to note that the larger or the more people involved in an event the greater the need for advance planning and communication.

Vision:

- We have spent time in prayer for this event and enlisted others to pray with us
- We have a written statement for the purpose of the event.
- We have identified how this event furthers RLCC's vision and purpose
- We have written out goals for this event
- We have identified what success for this event will look like

Leadership:

- We have an identified leader for this event
- We have recruited a team adequate to accomplish all necessary tasks for this event
- We have specific tasks for each team member that have been clearly communicated
- We have an accountability process and check points for all team members
- We have sought guidance and involvement from all affected ministry team leaders

Planning:

- We have established a time line for this event
- We have established the date, time, and needed resources for this event.
- We have checked the church calendar and submitted a request to the office
- We have established a budget for this event and checked availability of funds with the appropriate ministry teams, as well as the finance team.
- We have identified the target group (s) for this event
- We have built evaluation check point (s) into our time line, and are using them
- We have planned an evaluation after the event

Communication:

- We have developed communication plans that will effectively (*At least 5 points of contact*) communicate information about this event to our target audience.
- We have communicated about this event to our target audience starting at least 30 days prior to the event.
- We have communicated with all affected ministry team leaders
- We have communicated our "*Thanks*" to those who helped accomplish the event.