

CHURCH EVENT CHECKLIST

Event Name - description	
Date of Event	
Time of Event	
Location of Event	
Contact Person/Information	
Setup requirements <input type="checkbox"/> Tables <input type="checkbox"/> Chairs <input type="checkbox"/> Props	
Target audience	
Message for target audience	
Objective - what you hope to achieve w/event	
Budget	
Handouts	
Media Outlets/Advertising <input type="checkbox"/> Knox Weekly News <input type="checkbox"/> Knox Pages Event Calendar <input type="checkbox"/> WNZR radio (2 weeks in advance) <input type="checkbox"/> WQIO radio <input type="checkbox"/> Experience Mount Vernon <input type="checkbox"/> Chamber of Commerce <input type="checkbox"/> Fliers <input type="checkbox"/> eDevo <input type="checkbox"/> Website <input type="checkbox"/> Pre-service Slideshow	
Food/Catering <input type="checkbox"/> Cost per person <input type="checkbox"/> Beverages <input type="checkbox"/> Food <input type="checkbox"/> Hot or Cold <input type="checkbox"/> Self Serve or Waiting Staff <input type="checkbox"/> Equipment <input type="checkbox"/> Tables, tablecloths, cups and saucers <input type="checkbox"/> Plates, napkins, knives forks, spoons (disposables) <input type="checkbox"/> Special dietary requirements <input type="checkbox"/> Menu	
Program/running sheet/speeches <input type="checkbox"/> Program finalized - timeline available for participants <input type="checkbox"/> Speakers fully briefed	

A/V <ul style="list-style-type: none"> <input type="checkbox"/> Mic placements <input type="checkbox"/> Camera placements <input type="checkbox"/> If music-copyright information (One License/CCLi we are covered) <input type="checkbox"/> Bringing own A/V equipment 	
Ambience <ul style="list-style-type: none"> <input type="checkbox"/> Decorations needed 	
Hospitality <ul style="list-style-type: none"> <input type="checkbox"/> Welcome signage <input type="checkbox"/> Greeters <input type="checkbox"/> Ushers 	
Housekeeping <ul style="list-style-type: none"> <input type="checkbox"/> Cleaning before and after 	
On the day <ul style="list-style-type: none"> <input type="checkbox"/> Time for set up and by whom <input type="checkbox"/> Podium/stage <input type="checkbox"/> Tables/chairs, etc. <input type="checkbox"/> Clear location directions 	
After the event <ul style="list-style-type: none"> <input type="checkbox"/> Person responsible for take down <input type="checkbox"/> Guest feedback <input type="checkbox"/> Guidelines for improvement of next event <input type="checkbox"/> Celebration <input type="checkbox"/> Thank yous 	
Contact's Signature	
Date	