Sample Event Planning Guide

Event Audience:
Event Date:
Event Purpose:

How does this event fit into the ministry vision?

What elements are vital to make this event effective?

What parallel events are happening in the life of the church or next generation ministry?

Event Checklist

☐ Dates confirmed
☐ Location confirmed
☐ Clarify equipment needs
☐ Clarify food needs
☐ Staff needs
  ☐ Delegated staff assignments
  ☐ Select and invite guest speakers and bands
☐ Publicity
  ☐ Decide upon theme/title
  ☐ Prepare graphic design
  ☐ Prepare promotional material
  ☐ Decide promotional methods (email/social media/mail out)
  ☐ Add to website
☐ Facility Needs
  ☐ Worship space decided
  ☐ Small group space decided
  ☐ Kitchen
  ☐ Nursery
  ☐ Fellowship hall
☐ Program preparation
  ☐ Emcee needed
  ☐ A/V equipment and staff
  ☐ Event registration set up
Sample Event Budget Worksheet

- **Arrangements**
  - Facilities
  - Food
  - Total

- **Hospitality**
  - Reception area
  - Welcome packets
  - Name tags
  - Misc. Expense
  - Total

- **Program**
  - Honorarium – Speaker
  - Honorarium – Music
  - Travel and lodging for guests
  - A/V Costs
  - Stage decorations
  - Total

- **Printed materials**
  - Promotional handouts
  - Postage
  - Student booklets
  - Leader booklets
  - Total

- **Miscellaneous**
  - Childcare
  - Receptionist during event
  - Maintenance
  - Total
  - Total Expenses

- **Event Income**
  - Attendees
  - Scholarship Donations
  - Ministry Budget Allocation
  - Total Income

- **Total Expenses**

2