Event Checklist

* Pray Continuously
* Seek congregational support
  + From Pastor
  + Education Committee (i.e. committee whom you report to)
  + Deacons (or primary leadership group)
* Develop event leadership team
  + Food coordinator
  + Registration/Administration
  + Leaders (e.g. small groups)
  + Audio-visual coordinator
  + Activities coordinator
  + Session coordinator
  + note: Include volunteers of both genders; ensure all staff (paid or volunteer) have gone through your child protection policy (including criminal record checks if applicable)
* Develop event vision
  + What is the goal for the event? (e.g. relationship development, evangelism, fellowship, discipleship, etc.)
  + Is there going to be a theme for the event?
* Create a budget
  + Budget could include:
    - Cost of facilities
    - Speaker
    - Band
    - Food
    - Transportation
    - Materials etc.
  + Consider what the participants will be charged, and what (if any) will be covered by the church or through fundraising
  + Keep track of all money spent
* Book facility
  + Questions to consider when researching possible facility:
    - Does this facility meet our needs (space, equipment, budget, etc.)
    - Deposit?
    - Facilities/amenities available?
    - Accessibility?
    - Rules concerning facility use?
    - Capacity?
    - What must we provide?
    - Contact numbers?
    - What first aid is available?
    - Cancellation policy?
* Confirm transportation
  + Arrange for drivers
  + Book a bus
  + Rent a van
* Permission form
  + Include information on:
    - Theme
    - Programs
    - Rules
    - What to bring/ what not to bring
    - Start and end dates and times
    - Transportation arrangements
    - Cost
    - Registration due date
    - Contact information for leaders and venue
  + Collect information on:
    - Parent contacts
    - Health card numbers (legally, a parent can withhold that information)
    - Health or nutrition concerns
  + note: ensure the permission form includes any disclaimers for liability, permission to appoint medical services as needed, and release statement for photo/videos taken for publication use (see sample)
  + Distribute and collect form
    - Keep track of money received, and money owed
  + selling of tickets (if applicable)
* Plan programming
  + Sessions
    - Speakers (how many, and how many times)
    - Sound system, lighting, stage requirements
  + Worship
    - Recruit musicians and singers
    - Instruments
    - How will the words be available (overhead, printouts, power point)
    - Sound system requirements
    - If a band, review contract/rider
  + Communion
    - Bread, grape juice, serving dishes
  + Bible studies
    - Plan and gather materials (Bibles, pens, paper, etc.)
    - Find leaders
  + Activities
    - Materials
    - Consider space available
    - Have back-up plans for poor weather
    - Decide who will plan and lead the various activities
  + Free time
    - Board games
    - Sports equipment
  + Develop master schedule
    - Include lots of details (materials needed, who is involved, where it takes place, etc)
    - Create simpler schedule to distribute to participants
    - Give copies of the master schedule to CE committee, pastor, deacons, etc.
* Plan menu
  + Meals/snacks/beverages
  + Make a shopping list and decide who will do the shopping
  + Recruit food preparers if necessary
* Recruit other volunteers as needed
  + Food preparation if required (before hand and at event)
  + Sound board operator
  + Power point/overhead operator
  + Transportation coordinator
* Advertise Event
  + Include information on:
    - Theme
    - Programs
    - Start and end dates/times
    - Location
    - Cost
    - Registration due date
    - Contact information for leaders and venue
* Develop a list for materials needed
* Put together and emergency contact list including Hospital, venue, Church contact, parent contacts
* Make sure all volunteers understand their role and responsibilities for the event
* Double check that everyone involved know the times and location
* Have maps with directions available before hand and on the day of the event
* Request prayer from the congregation for during the event
* If possible have equipment brought up and set up before the youth arrive.
* Set up in advance
  + Set up facility
  + Sound/light checks
  + Materials to be distributed are photocopied and are ready to go
  + Prepare any power point/overhead slides and make available
* Registration/Event check-in
  + Note arrival
  + Collect outstanding money owed (have float available)
  + Provide any handout materials
* Pray a lot.