

Heartland Baptist Church

MINISTRY EVENT PLANNING GUIDE



FINANCIAL

I have enough money in my budget to cover expenses.

Contacted Financial Secretary for financial needs (checks, reimbursements, other authorized spenders, income, etc).

LOCATION

I have secured a location for this event.

I have a plan for preparing the location for the event (decoration, furniture, lighting, thermostats, audio/visual, etc.)

I have a plan for clean-up.

I have a plan to provide a secure and safe environment.

PROMOTION

I have a plan for promoting this event (in church, to public, other churches, etc.)

I have made a request of the church office for promotion (www.hbcalton.com/files)

I have submitted information in time for church newsletter.

PARTICIPANTS

I have a plan for pre-registration (sign-up sheet, Facebook event, website form)

I have a plan for event day registration/check-in.

LEADERSHIP AND HELP

I have coordinated with my team for planning, roles, and responsibilities.

I have coordinated with other church leaders.

I have coordinated with office staff and pastors.

I have plan for recruiting volunteers, communicating needs and expectations.

I have a plan for thanking volunteers and others.

FOOD

I have a plan for serving food (cooks/order, plates, cups, napkins, plastic ware, etc).

I have a plan for allergy or dietary concerns.

REPORTING

I have a plan to record and report details (number of participants, number of workers, highlights, impact, etc).

I have a plan for post-event evaluation.

I have a plan to take pictures/video during the event.

MISCELANIOUS

I have a plan for transportation (drivers, directions, fuel, child seats, etc.)

I have a plan for some special touches you can add to this event to make it exceptional.