



SPECIAL EVENT CHECKLIST

GENERAL INFO

Event Name _____

Date(s) _____

Purpose: _____

Does this purpose reflect the vision of the church? YES NO

Coordinator(s) _____

Budget required? YES NO If so, how much? _____ Expected source of funds? _____

Location? Sanctuary Family Life Center Sunday School/Kidsview Area Connect Center Off-site

If off site, where? _____

If on-site, have you reserved the facilities through the church office? YES NO

Event/Service Facilitator/Emcee? _____

Special speaker(s) required? YES NO

If so, who? _____

Dates confirmed with speaker? YES NO Hotel room reserved, if required? YES NO

Gift basket for hotel needed? YES NO If so, who is taking care of? _____

Transportation required for speaker? YES NO If yes, car rental or airport pick-up? _____

Airline ticket required? YES NO

Coordinator for speaker transportation & airline ticket? _____

Payment arrangements made with church office for speaker? YES NO

MUSIC/SOUND/MEDIA/VIDEO/LIGHTING

Music – Will your event need live music? YES NO

Coordinator? _____

Keyboard __ Organ__ Guitar __ Bass __ Drums __ Singers required? YES NO If so, How many? ____

Special music requirements?

Sound system required? YES NO CDs available for sale? YES NO

Contact? _____

Special sound requirements:

Media required? YES NO Videos needed to play during service/event? YES NO

Contact? _____

Special Media requirements?

Video required? YES NO Live streaming? YES NO Media (CDs, DVDs, thumb drive) available for sale? YES NO

Video contact? _____

Special video requirements

Special lighting required? YES NO Rented lights required? YES NO Where? _____

Lighting contact? _____

Special lighting requirements

Does the service or event require any of the following?

Ministry/Helps	Contact
Sign team?	
Drama team?	
Ushers/Hostesses?	
Security?	
Parking lot attendants?	
Retention/Follow up	

Have you contacted these ministry leaders in advance? YES NO

PROMOTIONS

Promotions required? YES NO

Method(s) Mail-out Social Media Public Service Announcements Church Bulletin
 Print-ad Other: _____

Promotions coordinator? _____

PRE/POST SERVICE REQUIREMENTS

Pre-service needs?

Need	Contact?
Music?	
Video?	
Games?	
Countdown?	

Post-service needs?

Need	Contact
Food?	
Prizes?	
Activities/Games?	
Clean-up?	

FUNDRAISING

Fundraising required? YES NO

Planned date?	Location?	Contact?

JOB DESCRIPTIONS

Large events require a team of people to be successful. Listed below are some key positions you may need to help ensure your event's success. Several of these positions can be performed by a single person depending on the size/scope of your event.

Job	Purpose
Event Coordinator	Oversees all aspects of event and works closely with the Pastoral Staff as well as other coordinators to create a successful event. <ul style="list-style-type: none"> • Gets approval for event from Pastor Hunt • Selects event theme & vision • Selects other coordinators to assist in facilitating event. • Makes final decisions for event if there is an uncertainty from coordinator. • Creates budget for event • Submits an Event Summary/Report with Income/Expenses to office after event.
Promotions Coordinator	Oversees all aspects of promotion and make sure they are carried out in a timely manner <ul style="list-style-type: none"> • Helps determine promotional needs & artwork. • Helps EC create a promotional timeline • Helps coordinate website for info or ticket sales • Coordinate with Sis Vickie for church promotions and mail-outs.
Hospitality Coordinator	Oversees all event hospitality and assign helpers as needed for: <ul style="list-style-type: none"> • Speakers (travel arrangements, hotel, gift basket, assigned host for meals and any needs • Other special guests • Event Staff - water, mints etc • May work with Food Coordinator for refreshments if needed before/during/after
Registration Coordinator	Oversees event registration and helps resolve any issues <ul style="list-style-type: none"> • Works with EC & Promotions to help determine best registration system • Handles event registration online • Provides registration updates • Creates team to handle registration at the door • Creates follow-up list from all data received for future contact purposes
Technical Coordinator	Oversees sound, media, lighting and video <ul style="list-style-type: none"> • Communicates with all tech directors to ensure adequate operators for event • Helps create detailed list of needs for event. <ul style="list-style-type: none"> ○ Service schedule (Who is doing what & when) ○ List of videos, backgrounds ect needed ○ List of songs & soloist for sound ○ Song files for media projection ○ Announcement slides • Works with these ministries throughout event to achieve successful event
Music Coordinator	Oversees all music for the event <ul style="list-style-type: none"> • Follows EC instructions for desired song selections • Selects musicians and singers • creates rehearsal schedule • provides songs files for media projection
Food Coordinator	Oversees food selection and preparation for event. <ul style="list-style-type: none"> • Creates a team to manage shopping, food preparation, presentation & service • May work with Décor Coordinator for food presentation and table arrangements.
Decoration Coordinator	Creates and oversees décor for event. <ul style="list-style-type: none"> • Dining décor, Platform sets, Foyer décor, etc • Works closely with Event Coordinator and Set Up/Tear Down Coordinators.
Set-Up Coordinator Tear- Down Coordinator	Oversees the set up and tear down of event <ul style="list-style-type: none"> • Creates Set-Up crew and makes sure event is set up properly • Creates Tear-Down Crew (or clean-up crew) and makes sure all items are put away after event. • Facility should be ready for routine janitorial service after event. • Works closely with the Event Coordinator & Décor Coordinator to facilitate event.