

Event To Do's for _____

RESEARCH

(write date item is due)

- _____ 1) Research possible locations for event
- _____ 2) Prepare budget for event
- _____ 3) Reserve location

RESERVE

- _____ 4) Add to overall church calendar
- _____ 5) Reserve church van/bus (if applicable)
- _____ 6) Pay deposit(s)
- _____ 7) Prepare event notebook (include sections for contracts, medical forms, talks, maps, etc)
- _____ 8) Prepare event flyer (post to website and make hard copies)
- _____ 9) Put registration process in place (Online? Old-school basket in the office?)
- _____ 10) Publicize event (email, postcards, website, posters, social media, etc)
- _____ 11) Recruit adult leaders, student leaders
- _____ 12) Review event paperwork & add dates to ministry calendar –
Final payments and numbers due, refund policy, rain date, additional liability forms

READY

- _____ 13) Plan messages & small group discussions (some events); plan worship (some events)
- _____ 14) Plan icebreakers/games (some events)
- _____ 15) Write event devotional (some events)
- _____ 16) Review budget for event
- _____ 17) Collect forms from adult leaders (background checks, driver forms, etc)
- _____ 18) Collect participants' paperwork and final payments
- _____ 19) Find volunteer to prepare a media show (if all-church event is planned upon return)
- _____ 20) Finalize transportation plan (and email drivers to confirm number of passenger seats)
- _____ 21) Pick-up rental vans (some events)
- _____ 22) Confirm readiness of church vehicles (gas, oil, trailer hitch, etc)
- _____ 23) Add parents to cell phone contacts
- _____ 24) Confirm medical release form for every participant (student and adult)
- _____ 25) Prepare Contact Sheet (for parents: include emergency contact info)

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- _____ 26) Prepare and copy event booklet (some events)
 - _____ 27) Make final payments (request check, pay with credit card, or pay online)
 - _____ 28) Email 'Final Details' letter to participants (packing list, departure & return times, etc)
 - _____ 29) Prepare and copy event evaluations (some events)
 - _____ 30) Contact event site with final numbers
 - _____ 31) Pack supplies (varies but always include first aid kits, pens, Bibles, game supplies, etc)
 - _____ 32) Get maps; copy directions for all drivers to event (if needed)
 - _____ 33) Add event to church prayer team
 - _____ 34) GO!! Praise God!!

WRAP UP

- _____ 35) Send thank you notes to drivers/chaperones
- _____ 36) Wash and fill church vehicles
- _____ 37) Complete reimbursements to volunteer leaders (and self!)
- _____ 38) Make final notes about event; review evaluations (if used)

ADDITIONAL NOTES: _____
