



UPCOMING EVENTS

CHECKLIST

“Plans are nothing. Planning is everything.” – Albert Einstein

EXCELLENCE IS IN THE DETAILS

- Projected Budget
- Promotion and Marketing
- Purpose and Goal
- Agenda and logistics
- Staff and Volunteers

Gone are the days of "Church as usual". Every service deserves planning, preparation and attention to detail. However, there are those special moments of celebration, revivals and conferences - when we go above and beyond for an event. Divide and conquer the details of planning with our checklist.

Hosting a successful event involves many layers of planning and execution. This information will help you put together a customized checklist for your event. No matter how small or large - your event can WOW your attendees and increase their desire to be involved in your NEXT event!

Powerful! Relevant!
Wow! INCREDIBLE!
Life-Changing! Epic!
AMAZING! Top-notch!

Your event attendees
are sharing their
experience!
What are they
saying?



Planning Scheduler

theleadingladies.co
theleadingladies.co@gmail.com

- Choose team 3-4 months prior to event and communicate timelines/deadlines.
- Weekly emails with updates & information to keep tasks in forefront.
- Six weeks out - schedule weekly check-ins with entire team (zoom calls work great if everyone can't meet in person.) Put these on the calendar!
- Daily check-ins with team leaders the week of the event. Set alarm reminders
- Pre-service meetings during the event

3 Months Prior to Event Date:	Checklist Plan

2 Months Prior to Event Date:	Checklist Plan

6 Weeks Prior to Event Date:	Checklist Plan

Planning Scheduler

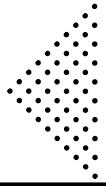
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- Daily check-ins with team leaders the week of the event.
- Set alarm reminders
- Pre-service meetings during the event
- Schedule a recap meeting within 48 hours after the event
 - Use Google forms to create a recap survey
 - What worked? What should we change/add? Etc

Date:		Checklist Plan

Date:		Checklist Plan

Date:		Checklist Plan



Date:
 Headquarters Hotel:
 Phone:
 Contact Person/Email:

Event Organizer

EVENT ORGANIZER TEMPLATE

Hotel	Contact Info:	
Promotions	Contact Info: Contact Info:	
Hospitality	Contact Info: Contact Info:	
VIP Gift Bags	Creator Contact Info: Delivery Contact Info:	
Armor bearer Attendants	Contact Info: Contact Info:	
Media Video Photography	Contact Info: Contact Info:	
Music	Contact Info	
Guest services	Contact Info: Contact Info: Contact Info: Contact info:	
Green Room	Contact Info:	
VIP Airport Transport	Contact Info: Contact Info:	
Food Coordinator	Food Contact Info: Kitchen Coordinator Info: Volunteer Coordinator Info:	

Event Planning Templates

The Event Organizer's Tool Kit!

If you divide and conquer - you can rock every layer of your event!
Enjoy the templates we have created for purposeful planning!

PURPOSE & THEME

- Promotions
- Budget & Financials
- Agenda & Schedule
- Prayer & Worship
- Projection & Media
- Music Team
- Platform Coordinator

GUEST SERVICES

- Giveaways
- Doorkeepers
- Greeters
- Usher Team
- Security Team

HOSPITALITY

- Speaker - VIPs
- Hotel Coordinator
- Airport & Drivers
- Armorbearer
- Gift Bags & Gifts
- Green Room
- VIP Sales

FOOD AND MORE!

- Meals & Dining
- Kitchen Coordinator
- Volunteer Coordinator
- Set up - Tear Down
- Recap

Promotions Director

1

Get dates/hotel info for promotion

2

Theme/Design

- Graphics
- Print
- Digital

3

Invitations

- Invitation lists/email/USPS
- Info letter and packet mailed to Speakers 4 weeks prior to event

4

Social Media

- Post daily for 4 weeks

6

Signs/Banners

- Design/Order
- Placed/hung
- Remove after event

LET'S GET STARTED!

Theme Decor

What is the purpose or goal of this event?

Choose a theme and incorporate it into every fiber of your event to build and facilitate your focus. (From promotional planning to decor)

01

Purpose of the event:

- New Building Dedication?
- Anniversary Service?
- Missions Conference?

02

Choose a theme that encapsulates the vision of your event. (Harvest. Honor. Growth. etc)

03

Choose a graphic that correlates with the theme. Use it for promotions, decor and gifts/giveaways.

04

Share graphic with Media team and all other event team leaders.

05

Swag bags giveaways are a great way to promote and celebrate with every attendee. Even a small item with the event graphic helps attendees remember to visit your resources.

06

Always include your church website or a contact link on promotional material.

- (One link for all - LESS IS MORE!)

#1 GOAL:

Agenda/Schedule

AWESOME SERVICES!

Gather Leadership Staff and choose SPEAKERS!

Decide on dates – times – music/worship leader – presentations – etc.

You're on your way to putting together an amazing agenda!



Designate Service participants

- Master of Ceremonies
- Platform coordinator
- Worship Leader/Music Team
- Keynote Speaker
- Main Speaker



- How many songs?
- How many sets?



- Offering
- Is there a need to raise funds?
- Give the person taking offering all details/goals



- Media presentation?
- Other special presentations?



- Is there more than one Speaker?
- Make sure ALL service participants have a copy of the detailed service timeline



- Don't forget media – sound booth – photography – and guest services!
- EVERYONE needs the Agenda!

Hospitality Coordinator

See templates for each Team Leader



Confirm Hospitality Budget with Church/Admin

- Use template list to access each area and create budget for that task



Choose a team

- Delegate each segment of your hosting event
- Use templates for guidance
- Share and stress details with team



Planning/Communication Timeline

- Choose team 3 - 4 months prior to event
- Follow up weekly with updates & information to keep their task on the front of their mind.
- Six weeks out start weekly check-in - with entire team (zoom calls work great if everyone can't meet in person.
- Follow-up daily the week of the event and during the event.



Communicate with Hotel Coordinator

- VIP Bag Delivery
- VIP Check-in process



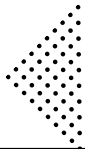
Hospitality - VIP Host Members

- VIP Gift Bags (Create/Deliver)
- VIP Airport Transport
- VIP Armor bearer/Attendants
- VIP Media Contact
- VIP Product Sales Contact
- Green Room Coordinator
- Meal/Food/Kitchen Coordinators
- Volunteer Coordinator
- Guest Preference Link (Google Forms) See attached sample form - you can delegate this if you are not computer savvy.



Get Post event feedback.

- What worked?
- What could we have done better?
- Google forms has great survey formats you can gather via email.



Event Date:
 Event Purpose:
 Event Theme:

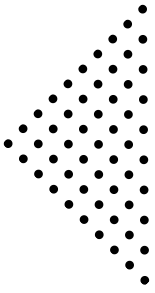
FINANCIALS

PROTOCOLS FOR MONIES RECEIVED TEMPLATE

Task	Method	Security Protocol	Protocol for Security/Deposit
Offering	Checks POS Cash		
VIP Sales			
Food Sales			
Bookstore Sales			
Donations			

Financial Tips

- Provide adequate offering receptacles for the attendees to give their offerings
- Provide customized envelopes for record keeping purposes
 - Special Giving
 - Special Donation
- Provide online giving options to increase giving activity
 - PayPal is easy to set up with church email and account number
 - Share links and info with Media Team for screen projection during offering
- Set up protocol for offering
 - Will there be a POS machine available during offering?
- Set up security protocol for offering and all monies received
 - Two people with offering at all times until secured
 - Who secures it? (secure in a safe or locked box until team counts)
 - Who counts it? (team of 3 recommended)
 - Where is it deposited? Name/Account/etc
 - Report signed by team of 3 and copies made for admin and financial departments
- VIP Sales - communicate your protocol and assist your VIP's sales to the best of your ability



Date: Friday January 20
Time: 7:00 pm
Speaker: Graham
Music: United Team

AGENDA

SERVICE AGENDA SAMPLE

Attention:	Service Schedule	Time
Media	<ul style="list-style-type: none">6:45 - Announcement loop/background music6:55 - Start countdown presentation	6:45 - 7:00
Pierce	<ul style="list-style-type: none">Open with powerful prayerWelcomes Worship Leader	7:00 - 7:03
Music	<ul style="list-style-type: none">Worship/Music set	7:03 - 7:15
Pierce Media	<ul style="list-style-type: none">Offering/prayer - MCMedia presentation following	7:15 - 7:22
Pastor	<ul style="list-style-type: none">Pastor greets and intros speaker -Speaker will come at end of music set	7:22 - 7:30
Music	<ul style="list-style-type: none">Worship/Music Set	7:30 - 7:45
Graham	<ul style="list-style-type: none">Evening Message	7:45
Music	<ul style="list-style-type: none">Altar music	8:55
Pastor	<ul style="list-style-type: none">Service Closer - Pastor	

Hotel Coordinator



Choose Headquarters Hotel

- Meet Sales Manager in person to understand all policies
- Room rates?
- Room block required?
- Airport Shuttle?



Search Hotel Options (for other attendees)

- Room rates?
- Room block required?
- Airport Shuttle?



Confirm hotel with Budget/Admin



If contract is required – send signed copy to church office/admin.



Guest Reservation List for VIPs

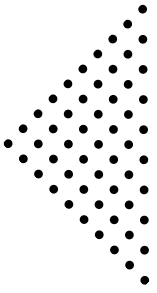
- Check-in/Check-out dates (late check-in/check-out)
- Room type needed for each guest
- Note if you are paying Room/Tax only or Room/Tax/Incidentals
- Credit Card Form on file with Hdqtrs hotel
- Hotel cancellation policy
- Email to hotel sales – change date and resubmit any time there is an update/change



Share info with Promotions Director



Follow-up. Go to front desk (in person) the day prior to make sure all goes smoothly for your guest VIPs check-in process.



Date:
 Headquarters Hotel:
 Phone:
 Contact Person/Email:

Hotel Coordinator

HOTEL COORDINATOR CHECKLIST TEMPLATE

Notes:	Task	Date:
Headquarters Hotel	Rates: VIP Guest List submitted	
Hotel Option 1	Rates: Other info:	
Hotel Option 2	Rates: Other info:	
Contract	Signatures Church Credit Card Authorization Form filed	
Room Block	Hotel Cancellation Policy	
Follow up	Share hotel registration details with Promotions Director	
Follow up	Set an in-person-meeting with Group Sales (make sure CC authorization form is filed properly,) Meet front desk staff and make sure the proper Room codes are recognized for call-in reservations.	
Follow up	Go to front desk (in person) the day prior to make sure all goes smoothly for your guest VIPs check-in process.	

Speaker Hospitality



Green Room

- Create a quiet/inviting space for gathering thoughts, etc
- Pre-Service prayer for service staff
- Water - beverage
- Coffee service
- Fruit - nuts
- Chips - cookies
- Tissue - handkerchiefs
- Lotion - hand sanitizers
- Chap stick - hair spray - personal care items
- Note paper - pens
- Service agendas
- Waste baskets
- Reset room and remove all trash at end of the event



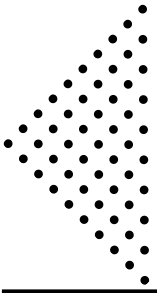
Armor-bearer (Personal attendant)

- Know Airport pickup info and Hotel check-in info
- Double-check VIP has received gift bag at check-in
- Check-in before/after service to assess any needs
- Be available during service to assist any needs
- Arrange Transport to meals and services
- Know preference of service arrival time - and after service needs (change clothes - etc)
- Communicate and cater to any urgent needs or comfort (Walmart -Starbucks - etc.)



Product Sales

- Get product price list and details prior to event if possible
- Ask for signage - or create signage
- Product table set up - table cover
- Confirm Payment processes - Apps - Check (name for payment)
- Cash for change if needed
- Deliver unsold product to Speaker.
- Take down table - return table cover to storage - after event.



Date:
Headquarters Hotel:
Phone:
Contact Person/Email:

Hospitality Coordinator

HOSPITALITY COORDINATOR TEMPLATE

See Template	Task	✓
Hotel Coordinator	Contact Info:	
VIP Gift Bags	Budget: # of Bags: Contact Info:	
Armor bearer Attendant	Contact Info: Contact Info:	
VIP Media	Media Contact:	
Green Room	Contact Info:	
VIP Product Sales	Contact info:	
VIP Airport Transport	Contact Info: Contact Info:	
Food & Dining	Food Contact Info: Kitchen Contact Info: Volunteer Contact Info:	
Guest Preference	Link:	

GUEST SERVICES COORDINATOR

GUEST SERVICES COORDINATOR TEMPLATE

Event Dates:

Usher Coordinator:

Door Keeper Coordinator:

Greeter Coordinator:

Date/Time	DoorKeepers	Greeters	Ushers

- Doorkeepers - Open doors for guests - greet - assist passengers being dropped off (elderly, handicapped, babies, etc)
- Greeters - Greet and welcome guests
 - Do not forget to capture Guest Information
 - Give Guest packet with service schedule
 - Introduce to usher for seating if they need assistance
- Ushers - assist with seating
 - Assist with offering trays/bags
 - Assist with any distribution during the service
 - Do not make change from offering - hand off to Financial Office.
 - Assist guests with questions - guide to restrooms, nursery, classrooms, etc.
 - Watch pastor/leadership during service and offer assistance when needed.