

Event Organisation Checklist

Before you start any planning, discuss your idea with the Rector and have it approved.

<u>Name of person completing the checklist</u>	<u>Date</u>	
<u>Question</u>	<u>Y</u>	<u>N</u>
<p>Pre event Planning</p> <p>Our Churches' mission statement is to know Jesus, to grow in Him, to share His love and to show His care. Before approaching the Rector for approval, please review the following.</p> <ul style="list-style-type: none"> • Does the event work toward or strengthen the mission statement? • Do you have a key aim for the event? • Have you considered what the main message will be? • Have you determined who the target audience will be? • Have you considered how applicable the message is to the target audience? 		
<p>Calendar availability</p> <ul style="list-style-type: none"> • Have you checked with a warden/church calendar to determine if the event date is suitable? • If you are to proceed have you now booked the date on the calendar and had this confirmed? 		
<p><u>Budget</u></p> <ul style="list-style-type: none"> • Have the costs for running the event been considered? • Have you considered how to fund the costs of running the event? • Will there be a cost for attendees to attend the event? • Will funding approval be required from the Parish Council? As parish council only meets monthly please allow enough time for this. • Will costs for approved budget items be claimed? If so, collect receipts and complete either a request for purchase form or a reimbursement form and give to the treasurer (Reimbursement form Appendix 2 and Request for Purchase form Appendix 3) 		
<p><u>Location</u></p> <ul style="list-style-type: none"> • Is an area of the church or hall available for use? • If the venue is offsite, have you organised a booking? • Can you accommodate the expected number of people in the venue? 		

<u>Question</u>	<u>Y</u>	<u>N</u>
<p><u>Permission</u></p> <ul style="list-style-type: none"> • Has permission been obtained from parents to take photographs of minors during events and to keep contact details for follow up if required? 		
<p><u>Health and Safety</u></p> <ul style="list-style-type: none"> • Have risks and likelihood of injury from any activity been considered? • Have you considered steps to minimise the likelihood of potential injury? • Are you familiar with the emergency evacuation plans of the building? • Do you know the location of the first aid kits? • Have you got a qualified first aid officer on your team? • If you are supplying food, what food safety measures do you need to address, including potential food allergies and hygiene? • If relevant, have all people on your team completed a working with children check and their Safe Ministry training? 		
<p><u>Advertising</u></p> <ul style="list-style-type: none"> • Have you considered the target audience for advertising? • Have you considered advertising e.g. Church bulletin, sign out front of Church and church website, postcard or other printed invite, posters in local shops, in local school bulletins, on radio, The Advertiser, Mercury, TV (advertisements in local media generally have lead times for receiving information that need to be taken in to account) • Will you have sufficient time for printed advertising to be checked by the Rector in charge and for a printer to do a check print? (4 weeks minimum) 		
<p><u>Resources</u></p> <ul style="list-style-type: none"> • Have you assembled a list of tasks that need to be completed before/during and after the event? • Have you arranged for willing people to assist you? • Have you communicated your plan of action to your team? <p>Have you considered the following</p> <ul style="list-style-type: none"> • Speaker • Gifts for speakers/those attending • Advertising • Bible tracts etc. to hand out • Music • Master of Ceremonies • Collecting information for future contact (refer above on permissions) • Registration/pre-registration for event • Name tags 		

<u>Question</u>	<u>Y</u>	<u>N</u>
<ul style="list-style-type: none"> • Do you have enough chairs/tables/other resources? • Organising a float (money/change) • First Aid + incident and accident report forms • Photographer (refer above on permissions) • Food and catering: purchasing/preparation? • Set-up, Pack up • Decorating the space to be used • Coordinating follow-up (see below for more detail) 		
<ul style="list-style-type: none"> • Pray-ers: people who will commit to pray for the event, put prayer points in the bulletin if appropriate, announcements and to our regularly meeting prayer groups • Event specific resources – e.g. games, lighting, musicians/music, audio-visual requirements, data projector, computer, etc. 		
<p><u>Follow-up</u></p> <ul style="list-style-type: none"> • Have you considered how you will keep in contact with people who attend the event? • Have you considered who will do this? • Will you keep a database of attendees so you can invite them to future events? • Will you plan a specific follow-up event? (Is there an event already on the calendar you can invite people to?) 		
<p><u>Evaluate the event</u></p> <p>Have you scheduled a date to evaluate the event?</p> <p>Use the following points as items for evaluation:</p> <ul style="list-style-type: none"> • What worked well? • What did not work well? • Was the target audience attracted to the event? • Was the message clear? • What the event feedback and have attendees been followed up? 		