



Ministry/Event Preparation Checklist

Please complete as appropriate, and provide a copy to file in the church office in order to assist yourself and others with repeats of this same ministry/event and other future planning. Please also include a copy of any promotional materials created so they can be reused or modified for other uses.

Ministry/Event Name: _____

Date Completed: _____

Ministry/Event Concept Page Completed? Y/N

Hope's Team

Point Person _____

Team members: Name: _____ Role: _____

Name: _____ Role: _____

Childcare? Name: _____

A/V setup/operation? Name: _____

Custodial/Cleanup? Name: _____

Ministry/Event Schedule

- Date: _____
- Time/schedule
 - Setup _____
 - Start/End of Presentation _____
 - End of Presentation _____
 - Q&A _____
 - Cleanup _____

Audience

Expected # of participants _____

Min/Max audience count: _____

Is advance registration required? Y/N

If so, how are those being collected?

Are we collecting contact info from participants? Y/N

If so, how? _____

Will we make "follow-up" contact with participants? Y/N

If so, who and how? _____

Publicity & Promotion

How will we promote the event? (verbal announcements, written announcements, bulletins, flyers, posters, letters, postcards, newspaper, radio, phone calls)

Who will be in charge of the promotion? _____

Who is preparing ads, etc _____

Who is submitting, distributing, etc: _____

What is our promotion production timeline?

Item: _____ When: _____

Item: _____ When: _____

Item: _____ When: _____

Refreshments

Any planned? _____

Who is providing? _____

Serving and cleanup arranged? Y/N

Facility & Equipment

Are we using Hope's building? Y/N

○ What part(s)? _____

A/V requirements (mic, DVD/VCR/TV, speaker system, projector, etc)

Floor space/room/seating required (sanctuary, meeting, chairs, open area, etc)

Table space required: _____

What if it rains? (N/A, reschedule, change location, etc...) _____

Are we using any offsite location, building, park, etc...

- Are rentals or reservations required and complete? Y/N
- Are detailed location/directions included in promotion materials? Y/N
- Are there any costs associated with using this facility? Y/N

All dates, rooms, plans, costs, etc coordinated with Hope? Y/N

Outside Presenters/Leaders

Presenter/coordinator name _____

Organization _____

Phone _____

Address _____

Email _____

Is their message, if any, consistent with Lutheran theology? Y/N

Costs

Promotion/Publicity Costs _____

Are there any professional fees/charges _____

Offsite Location fees _____

Special equipment costs _____

Refreshment costs _____

Other expected costs _____

For _____

For _____

For _____

Total Expected Costs _____