

Living Word Christian Center

Event Planning Sheet

(For your records only)

This Event Planning Sheet was designed as a tool to help you and your team to be more efficient and successful planning of your event. By bringing your team together to plan your event, our prayer is that this will develop a stronger team.

This is how it works: Before each event, using your last Event Evaluation Sheet, sit down with your team, using this Event Planning Sheet, to plan your event. The key to planning a successful event is asking and answering, yourself or team, the right questions. Save this Planning Sheet and bring it up on your next event, whether it is the same event or not, this sheet will help you be more efficient and successful on your next event.

Note: *The more notes you take the stronger you will grow as a leader! All questions need to be discussed by team (use discretion; remember only key leaders of your team, you may need to meet individually with others of your team). Feel free to use another sheet of paper if not enough room is provided.*

EVENT: _____

Time of event? _____ Day of week? _____ Month of event? _____

Does this event conflict with anything & what? _____

Cost of event? _____ Do we need to charge & how much? _____

Do we need to collect money in advance? _____ How much advanced? _____

What were our costs? _____ How can we lower our costs? _____

Are we spending our money wisely? _____

How much do we buy (food-supplies)? _____
(Make a list of supplies and food you will need for this event)

What facility are we using? _____ Where is it located? _____ Facility costs? _____

Have we reserved facility? _____ Who is going to reserve facility? _____ When? _____

How many people are you expecting? _____ Will the facility accommodate that many? _____

How are we preparing for that many people attending? _____

Will our facility take care of our needs (parking, restrooms, tables, chairs, etc.)? _____

How easy and accessible is our facility? _____

Are we meeting all facility requirements (setting up, clean up, childcare)? _____

What is our schedule? _____ Does the schedule reflect our vision of the event? _____

How did we want to advertise? _____

Are we providing childcare? _____ Where? _____ Costs of childcare? _____

Who is doing childcare? _____ Do they have a background check done? _____

Evaluate childcare facility; do they need anything (supplies, snacks)? _____

How are we communicating to church office? _____
(By filling out and turning in the correct paper work in a timely manner)

How are we communicating to the appropriate church staff? _____
(Are you allowing yourself to be held accountable by setting meetings to communicate your event?)

Are we giving ourselves adequate time to prepare for this event? _____

Are you giving your team adequate time to prepare for this event? _____

As a leader, am I building a team of people to help me? _____

Who are they? _____

What are their jobs? _____

How am I following up and encouraging my team? _____

As a leader, how are you communicating to your team? _____
(Through training, meetings, etc.)

Does everyone clearly understand their job expectations? _____

As a leader, am I using each team member in their natural strengths? _____

Have you set up a date to evaluate, using the Event Evaluation Sheet, your event with your team?

Any extra notes: _____
