

Planning and Event or Ministry- Check List of Major Tasks to Consider

- Goal setting
- Required commitment (s)
- Leaders and Committees needed
- Office Staff Assistance
- Needs from Clergy
- Types and # of Volunteers
- Kitchen Use
- Food Preparation/Catering
- Need for Tables, Chairs other Set-up
- Church calendar consideration
- Reservation of Space/Space Needs
- Electricity, Heating and Air Needs
- Equipment, projector, audiovisual, etc.
- Nursery Needs
- Fun, Games
- Clean-up Committee
- Communications, Publicity, Posters, Sign-up
- Deadlines for Newsletter, Bulletin Notices
- Budget Considerations
- Selection of Vendors (in advance)
- Handling of check and cash
- Communications to staff
- Planning Meetings and location (regular)
- Printing materials, handouts, copies