

EVENT PLANNING CHECKLIST

Event: _____ Date(s): _____

Committee: _____

Contact: _____

Phone: _____ Email: _____

Staff Liaison: _____

Prior Approval Verification:

_____ Step 1: Approval (your staff liaison)

_____ Step 2: Scheduling (Cindy King)

_____ Step 3: Finances (Anna Miller)

_____ Step 4: Item collection (office staff)

Step 5: Publicity Requests – Meet with Linda Robinson, Office Manager

_____ Bulletin announcements (no cost)

Generally run for 1 or 2 Sundays. Should be no more than 5 sentences. Must be submitted 2 weeks prior to publication.

_____ Bulletin insert (cost)

Requires approval of Dr. Fair. Information must be submitted to Mary Jones at least 3 weeks prior to publication.

_____ Newsletter article (no cost)

Submission deadline is the 10th of the month prior to publication. See Mary Jones for details on requirements.

_____ Postcards (cost)

Information must be submitted to Mary Jones at least 3 weeks prior to publication.

_____ Flyers (cost)

Information must be submitted to Mary Jones at least 3 weeks prior to publication.

_____ Brochure (cost)

Information must be submitted to Mary Jones at least 3 weeks prior to publication.

_____ Poster(s) (cost)

Information must be submitted to Mary Jones at least 3 weeks prior to publication.

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_____ Tickets (cost)

Information must be submitted to Mary Jones at least 3 weeks prior to publication.

Your event plan:

Event date: _____

Bulletin announcement date(s): _____

Deadline for bulletin submission: _____

Newsletter article date: _____

Deadline for newsletter submission: _____

Other printed publicity: _____

Deadline for all other submissions: _____

Next steps:

_____ Contact Lisa Haddrill to arrange web-based publicity and WuFoo registration.

_____ Contact Mary Jones to arrange print-based publicity other than bulletins.

_____ Contact Rev. Dr. Fair to obtain permission for a Faith-in-Action announcement.

_____ Contact Rev. Rogers to obtain permission for a Life in the Church announcement.

_____ Contact Rev. Rogers to reserve a Sunday to sponsor Coffee Hour.

_____ Contact Cindy King to arrange for sign-up sheets in the Church Office.

_____ Contact Adrian Prundeanu, Facilities Manager, to determine set-up needs.

_____ Submit Work Order(s) at least 2 weeks prior to your event.

Notes: