

# Event Coordination Check List

## Pre-Event Check List

Event Name \_\_\_\_\_

Event Coordinator(s) \_\_\_\_\_

Event Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Location(s) of Event \_\_\_\_\_

Is this a Christian Fellowship Ministry sponsored event? Yes/No

Referred by: \_\_\_\_\_

Type of Event: (Pick One)

- Onsite - Participation/Expo
- Fundraising/Sales
- Independent/Collection
- Off-Site - Community Partner Event
- On-Site – Community Partner Event
- Other

Number of Volunteers Needed \_\_\_\_\_

Type of Tasks/Assignments \_\_\_\_\_

## Communication (For more detailed information - see Communication Procedure guidelines)

Mode of Event Communication \_\_\_\_\_

- Church Bulletin
- Announcements
- Flyers/Posters
- Other

Approximate Cost of event? \_\_\_\_\_

Leadership Approval (For more detailed information – see Approval guidelines)

\_\_\_\_\_  
Signature of Approver \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Director \_\_\_\_\_ Date \_\_\_\_\_

## Coordinating the Event

### Date Complete

Have event added to church calendar (if applicable)

Create Event Communication

- Include message requesting mgmt approval
- Include Rain date/location
- Submit Communication for Approval

Distribute Approved Communication

Track Volunteer responses & Schedule (example: Volunteer sign-up/task sheet)

Share Event Information with Volunteers – special policies, procedures and guidelines for event

Suggest that each volunteer request approval from their Manager

Discuss event budget with Volunteer Team Leaders \$ \_\_\_\_\_

For larger events, it may be advantageous to provide orientation/training prior to event

Determine and Gather Materials/Supplies for event

Tables

Table Cloths

Logo Wear

Banners

Food/Catering

Bottled Water/Drinks

Cooler/Ice (especially for off-site events)

Camera

Entertainment

Give-Aways/Goodie Bags

Recognition/Awards

Other

Distribute Event Reminder with additional information to Volunteers - 1 to 2 days prior to event

Print Hold Harmless Agreement Forms to take to event for Volunteers

## Day of the Event

- Arrives 15 to 30 minutes before event (Event Coordinator/Committee)
- Verify all materials ready for event (event materials & recognition materials if appropriate)
- If off-site event, put bottled water/drinks in cooler, fill with ice.
- Volunteers check in, sign Hold Harmless agreement, etc & turn in funds raised if applicable)
- Volunteers assigned tasks & Follow-up
- Validate all tasks covered
- Tracking the progress of event & fill in where needed
- Arrange for pictures to be taken if desired
- At Event closure, Volunteers return used items or materials, funds raised, tools, etc.

## Post Event

- If Community/Partner, provide survey at site (or send via email or mail)
- Remind volunteers to submit hours to Volunteer Team
- Follow up on any Fundraising not turned in at event
- Complete Expense Vouchers for all expenses.
- $$\begin{array}{r} \$ \underline{\hspace{2cm}} \\ \text{Event Budget} \end{array} - \begin{array}{r} \$ \underline{\hspace{2cm}} \\ \text{Expenses} \end{array} = \$ \underline{\hspace{2cm}} \\ \text{Balance}$$
- Turn in Event Summary, pictures, or any other event materials to Volunteer Team Leaders within 1 week of event & include Certificates/Recognition needed, etc.
- Share Best Practices/Lessons Learned (Best Practice hyperlink)