

## SBC MINISTRY EVENT CHECKLIST

Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Approximate Attendance: \_\_\_\_\_

Date Completed & Person Responsible

### INITIAL CONTACT WITH THE GROUP

Confirm the dates for the events and all subsequent meetings

Agree upon physical arrangements (rooms and setup)

Clarify equipment needs

Clarify food needs

Agree upon cost, if any

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### STAFFING

Prepare and delegate staff assignments

Select and invite guest speakers

Select musicians, soloists, etc.

Honorariums, etc.

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### PUBLICITY/PRINTING

Decide upon title/theme

Prepare a letter or brochure and necessary signs

Arrange mailings

Misc. pieces: postcards, note cards, event evaluations, visitor cards,

childcare cards, stationary, decision cards, program booklet

Place event on church website & newsletter, PowerPoint

Printing needs: How many of each? Type of paper? Ink color(s)?

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### FACILITY PREPARATION

Sanctuary

Fellowship Hall

Kitchen

Nursery

Additional Rooms (# \_\_\_\_\_)

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### PROGRAM PREPARATION

Emcee appointed

Special music selected

Special announcements determined

Persons involved informed of their responsibility

Time limitation discussed with all participants

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