



PO Box 2689 Homer AK 99603

1104 Ocean Drive Suite A

OFFICE: 907-235-2689

# EVENT CHECKLIST

EVENT CHECKLISTS MUST BE COMPLETED ONE MONTH BEFORE SCHEDULED EVENT.

**WHAT IS THE EVENT?** \_\_\_\_\_

**WHEN IS THE EVENT?** \_\_\_\_\_

**WHERE IS THE EVENT?** \_\_\_\_\_

1. IS THERE A RENTAL COST? \_\_\_\_\_

**WHO IS THE EVENT COORDINATOR?** \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**WHO'S SPEAKING?** \_\_\_\_\_

1. IS THERE AN HONORARIUM FOR THE SPEAKER? (AIRFARE, GIFTS, MILEAGE, FINANCE) \_\_\_\_\_

2. WHERE IS THE SPEAKER STAYING? \_\_\_\_\_

3. WHO IS FEEDING THE SPEAKER? \_\_\_\_\_

4. WHO IS TRANSPORTING THEM? \_\_\_\_\_

**WILL THERE BE FOOD AT THIS EVENT?** \_\_\_\_\_

1. WHAT FOOD? \_\_\_\_\_

2. WHO IS COORDINATING THE FOOD? \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

3. IS THERE A COST? \_\_\_\_\_

**IS THERE A REGISTRATION NEEDED FOR THIS EVENT?** \_\_\_\_\_

\*EVENT COORDINATOR MUST KEEP TRACK OF REGISTRATION LIST

1. COST TO ATTEND? \_\_\_\_\_
2. WHERE DO PEOPLE REGISTER? \_\_\_\_\_  
\_\_\_\_\_
3. WHEN DO PEOPLE REGISTER? \_\_\_\_\_  
\_\_\_\_\_
4. HOW DO PEOPLE REGISTER? (TICKETS, SIGNUP, CALL/EMAIL) \_\_\_\_\_  
\_\_\_\_\_

**WILL THERE BE CHILDCARE PROVIDED?** \_\_\_\_\_

1. WHO IS COORDINATING CHILDCARE? \_\_\_\_\_  
PHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_
2. HOW MANY WORKERS ARE NEEDED? \_\_\_\_\_
3. IS IT PAID OR VOLUNTEER? \_\_\_\_\_

**IS THERE SETUP REQUIRED?** \_\_\_\_\_

1. WHO IS COORDINATING THE SETUP? \_\_\_\_\_  
PHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_
2. HOW MANY WORKERS ARE NEEDED? \_\_\_\_\_
3. WHEN IS THE EVENT TO BE SETUP? (DAY OF/DAY BEFORE) WHAT TIME?  
\_\_\_\_\_
4. IS THERE AN ADDITIONAL DECORATING COORDINATOR? \_\_\_\_\_  
NAME: \_\_\_\_\_  
PHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**IS THERE ADVERTISING NEEDED?** \_\_\_\_\_

1. HOW WILL IT BE ADVERTISED? (BULLETINS AND/OR INSERTS\*, SUNDAY MORNING ANNOUNCEMENT, EMAIL, POSTERS) \_\_\_\_\_  
\_\_\_\_\_

\* - BULLETIN INSERTS MUST BE APPROVED BY OFFICE BEFORE PRINTING

2. WHO IS DEVELOPING ADVERTISEMENT? \_\_\_\_\_  
PHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_
3. IS THERE A COST FOR THE ADVERTISEMENTS? \_\_\_\_\_  
\_\_\_\_\_
4. WHEN? (WHAT WEEKS TO BE ANNOUNCED OR TO BE PUT IN BULLETINS)  
\_\_\_\_\_  
\_\_\_\_\_

**IS THERE WORSHIP NEEDED?**

1. WHO IS LEADING WORSHIP? \_\_\_\_\_  
PHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**ARE PRAYER TEAMS NEEDED?**

1. WHO IS LEADING PRAYER TEAM? \_\_\_\_\_  
PHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**WILL THERE BE AN OFFERING TAKING PLACE? HOW?** \_\_\_\_\_  
\_\_\_\_\_

**ARE THERE ANY MEDIA NEEDS?** \_\_\_\_\_

1. WHO IS LEADING MEDIA? \_\_\_\_\_  
PHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**IS THERE ANYONE ELSE WHO NEEDS TO GET THIS FORM?**

NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**ADDITIONAL NOTES:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_