

Event Planning Check List

Approval

Submit **Event Request** for Approval

** You may call the office to check calendar availability for your event.*

Need to **set up** for your event before hand? Don't forget your event request for that!

Costs

Research how much your event will **cost** to keep it within your **budget**

Promotion

Bulletin Blurbs: 3-4 weeks before your event, send 'print ready'

** email to your administrative leader for approval and cc tcurrier@manchesterassembly.org*

Your event will be put on the church website from the info in your 'blurb'

Inserts: Usually runs for only 1 week - submit 'print ready' - 1/2 page in size

** email to your administrative leader for approval and cc tcurrier@manchesterassembly.org*

Posters for **display boards:** 8 1/2 X 11 poster of your event

** Upstairs display board is for children ministry related items*

Display **Table**

Contact your Administrative leader for a week you can have a table set up in the foyer

Additional weeks would be in the gym

Emailing - Set up an **email distribution list** for your ministry and email events and reminders

Talk to people - **Making connections** is the most effective way to promote your event!

Newspapers - Local newspaper will sometimes **advertise** community events for free.

**Send to your administrative leader for approval and proofing first!*

Workers

Many hands make light work, so don't do it all yourself!

** **Recruit helpers** for set up, decorations, food preparation and clean up.*

Be Prepared

Make a **shopping list** so you don't forget items

Be ready - Give yourself plenty of time to have everything done before people arrive.

** Remember things always take longer than they seem*

Arrive Early to your event

Who will **greet people** or how will they know where to go?

Plan out your event with a **time outline** - so you can see how your **event will 'flow'**

Be excited and friendly - It sets the mood for your event!