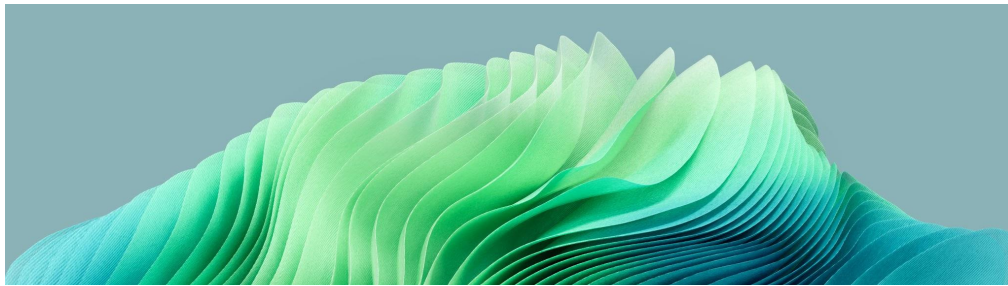


Overview



Derrick's Small Group

📅 Derrick's Men's Small Group

All Ages - All Stages, Mens' Christian group... We study and talk about life application.

Currently studying "Just Walk Across the Room"

≡ Event title Add title

👤 Hosts Derrick Fernandez derrickthebuilder@gmail.com



Start time

Sep 1, 2026 7:00 PM



End time

 Date



Location

 Trinity Community Fellowship Enter through the east side door.



More details:

This group meets every Tuesday year-around.

Attendees

Event title

📅 Calendar event

Attendees

List the people attending the event

Name	Organization	Role	Attending	Notes
 Person	Organization	Role	Yes ▾	Add notes
 Person	Organization	Role	Maybe ▾	Add notes
 Person	Organization	Role	Maybe ▾	Add notes
 Person	Organization	Role	Maybe ▾	Add notes
 Person	Organization	Role	Maybe ▾	Add notes
 Person	Organization	Role	Maybe ▾	Add notes

Invitation

Event title

 Calendar event

Invitation

Draft an invitation to send to attendees

Greet the invitees and introduce the event. Provide background or context to help readers understand the purpose and goals of the event.

Include logistical information such as tasks to complete before attending, the event agenda, what to bring, and any other important details to help attendees prepare for the event.

To-do	What to bring	Additional details
☐ Task 1	☐ Item 1	Add notes
☐ Task 2	☐ Item 2	
☐ Task 3	☐ Item 3	

Conclude by summarizing key points and expressing final thoughts or appreciation.

Budget tracker

Event title

📅 Calendar event

Budget tracker

Create an inventory of resources needed for the event to track the budget

Item	Forecast	Actual	Tracker	Notes
Venue	\$00.00	\$00.00	On budget ▾	Add notes
Catering	\$00.00	\$00.00	Over budget ▾	Add notes
Materials	\$00.00	\$00.00	Under budget ▾	Add notes
Entertainment	\$00.00	\$00.00	On budget ▾	Add notes
Marketing/promotion	\$00.00	\$00.00	Over budget ▾	Add notes
Decor	\$00.00	\$00.00	Under budget ▾	Add notes
Staffing	\$00.00	\$00.00	On budget ▾	Add notes

Item	Forecast	Actual	Tracker	Notes
Equipment	\$00.00	\$00.00	Over budget ▾	Add notes
Contingency (Set aside 5-10%)	\$00.00	\$00.00	Under budget ▾	Add notes
Invoices	\$00.00	\$00.00	On budget ▾	Add notes
Total	\$00.00	\$00.00	On budget ▾	Add notes

Checklist

Event title

📅 Calendar event

Checklist

Create a list of what needs to be done to prepare for the event

Pre-event checklist:

- ☐ Set event goals and objectives
- ☐ Develop budget
- ☐ Secure venue and date
- ☐ Design event branding
- ☐ Plan catering
- ☐ Recruit speakers and presenters
- ☐ Create marketing plan
- ☐ Launch registration and ticketing
- ☐ Determine technology and equipment needs
- ☐ Venue logistics: loading zones, parking, setup
- ☐ Comms for logistics for day of event
- ☐

Day-of checklist:

- ☐ Venue setup
- ☐ Registration table & materials
- ☐ Sound check and A/V setup
- ☐ Staff and volunteer briefing
- ☐ Contingency plans
- ☐

Post-event checklist:

- ☐ Send thank you notes
- ☐ Collect attendee feedback
- ☐ Pay vendors
- ☐ Event evaluation report
- ☐