

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: The Forge Series - Titus

	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.	

THE FORGE SERIES
MEN'S BIBLE STUDY

TITUS

FORGED FOR LEADERSHIP.
BUILT FOR BATTLE.

MARK STOLZENBURG

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

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.

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

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
- [ ]