

Second Mt. Olive: Event Planning Checklist

Things to Consider

- All major events scheduled for the year should already be on the calendar
 - All events must be planned at least 30 days prior to the date
 - The objective of the event ***must be clear!*** Determine if your event is a fundraiser, a fellowship, an outreach opportunity, or other (if other, please explain)
 - The objective of the event will help you to determine who your target audience will be. Are you targeting the community, the entire church body, or just your ministry members?
 - No ministry should plan more than two events per year that target the entire church body.
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The following is a guideline/ checklist to make sure you have covered all of your bases. Please keep in mind that this is simply a guideline, you are ultimately responsible for making sure that you have followed all church procedures to ensure a successful event.

- ☐ Date Available - Contact Jackie Overshown, Executive Assistant to the Pastor to confirm the date is available.
- ☐ Budget Finalized - Contact the Finance Office to determine if you have any funds in the ministry's account. Determine every possible expense that you will incur and how you will generate revenue. (what price will be charged?)
- ☐ Volunteers Secured - Ensure you have secured enough volunteers for a successful event. Ministry Lead/Event Sponsor should determine who will be responsible for all duties: purchasing, cooking, decorating, receiving money, set-up, clean-up, and returning rental equipment one month in advance.
- ☐ [Announcements](#) - For a Sunday announcement, the [Publicity Request Form](#) must be turned in by Thursday; for a Wednesday announcement, the [Publicity Request Form](#) must be turned in on Sunday. The form must be filled out completely!
- ☐ Finalize Food Plans - Contact Sis. Mingo, Culinary Arts Ministry Leader
- ☐ [Requisition Form](#) - Submit to Deacon Mitchell or Deacon Sewell. (allow **two (2) weeks** for delivery)
- ☐ [Reimbursement Form](#) - Submit to Deacon Mitchell or Deacon Sewell (allow 2 weeks for delivery)
- ☐ **Music Ministry** - Contact Min. John Cockrell, Minister of Music. Do you need the choir to sing or a musician to play? What is the fee for the musicians?
- ☐ **Security** - Contact Sis. Tracy Bailey two (2) weeks in advance
- ☐ **Parking Lot Ministry** - Contact Sis. Tracy Bailey two (2) weeks in advance
- ☐ **Layout & Equipment** - Contact Sis. Tracy Bailey two (2) weeks in advance
- ☐ [Event Proposal Form](#)