

Event Planning Checklist

- Contact Patience Flynn (pflynn@stgiles.org) for room availability on the church calendar.
- Consult with your team and staff support person about what other events your proposal might impact. Consult with them prior to finalizing your plans.
- Determine if childcare will be provided. If so, contact Heather Agnello (hagnello@stgiles.org) to work out the details.
- Develop a budget for your event. How much will it cost and how will you pay for it?
- Consider:
 - Is this a budget line item?*
 - Will you sell tickets?*
 - Do people pay when they register?*
 - How will they register (online, at the door, over the phone, on the connection card)?*
 - What days/hours will you require the facility (including set up and cleanup)?*
- Work with Patience Flynn on room set up as she will need to guide the church sexton with the setup of chairs and tables. Plan to prepare and cleanup your own refreshments.
- If other equipment is necessary, (ie. Projector, microphone) reserve its use through Patience Flynn (pflynn@stgiles.org).
- Provide copies of your checklist to your ministry team. Keep one in your notebook for your successor.