

## Large Event Checklist, point persons, details, notes, etc

1. *Persons can fulfill multiple coordinator positions*
2. *Not all positions and responsibilities will be needed for each event.*
3. **Those marked \* are required for each event.**
4. *Please provide a completed copy to the church office ([office@legacychurchga.com](mailto:office@legacychurchga.com))*

EVENT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

### Event Planning team

- *Determines overall event theme, date, location, etc*
- *Assigns or recruits people to serve in each of the following positions, as required for this event*
- **TEAM MEMBERS (names, emails, phone numbers):**

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- **\*Event Coordinator / Primary Point Person:** \_\_\_\_\_
  - *Overall Logistics, Master To-Do list, supports all of the coordinators, keeps everyone on the same page, monitors budget, recruits coordinators, sets dates, meetings, etc. saves dates for space, caterer, etc. works with the team to determine the theme for the year, color scheme, etc.*
- **\*Finance Coordinator:** \_\_\_\_\_

*Completes Budget worksheet (provides to church), asks all coordinators to turn in receipts for reimbursement and records and monitors that spending is staying within the plan. Submits reimbursement requests to the church office for check processing.*
- **\*Graphic Design/Printing/Mailing Coordinator:** \_\_\_\_\_
  - *Note: should be someone from the Communications team on staff, OR, must work closely with the team to determine specific graphic needs for promotion*
  - *Works with the team to develop a few different invite designs for selection.*
  - *Based on the theme and direction given by the team. Prints and mails final design to all invitees, works with the team for any other print collateral needed (program, etc) for the event.*
  - *Designs and prints tickets and makes packets for selling tickets at both campuses with a list of names, dietary requirements, etc. Also sets up an option for online ticket purchases (mails physical tickets, if necessary.)*
  - *Designs and prints handouts, etc as required*

- **Speaker/Music Coordinator(s):** \_\_\_\_\_
  - *Recruits and Contacts speakers and worship leaders, and Emcee, (and any other needs based on elements determined by the event team), coordinates with them on the day, helps get them introduced to the audio team to get mic'd, etc. provides thank-you gifts, and support as needed.*
  - **Worship Coordinator:** \_\_\_\_\_
    - *Works with team to plan out a schedule of events, music needs, timing, etc, Recruits other musicians, tech needs, etc for event*
  - **Video :** \_\_\_\_\_
    - *Works with worship coordinator to provide slides and other video/tech needs for the event*
  - **Audio:** \_\_\_\_\_
    - *Provides any audio needs for Event, works with the worship coordinator for practice, etc.*
  - **Emcee:** \_\_\_\_\_
    - *Welcomes, Prays for the meal, introduces speaker, directs other elements as necessary, closes in prayer, invites to church, etc.*
  - **Speaker:** \_\_\_\_\_
    - *Works with team on the theme, meets with the audio person to get mic'd on day of the event, etc.*
- **Special Element Coordinator:** \_\_\_\_\_
  - *If the team determines the event will have a unique element of some sort (skit, video, theme illustration, etc) will coordinate with the communications team to produce items as needed, and to coordinate any requirements needed on the day of the event, and also works with the worship coordinator when developing the plan.*
- **Activity Coordinator:** \_\_\_\_\_
  - *Works with finance coordinator for budgeting, purchases supplies as necessary, recruits (or handles) someone to explain and present activity during the event.*
- **Hostess Coordinator:** \_\_\_\_\_
  - *If your event has table hostesses - this person will recruit hostesses to decorate tables, shares guidelines and the overall theme of the event including look and feel, and any decor or color elements. Works with ticket sales to keep track of names that will sit together, plans table placement, and assigns spaces. Works with ticket sales and food coordinator to keep the caterer aware of any allergies. Supports and directs hostesses before, during, and after events. Irons tablecloths, Follows up on tablecloths to be returned to the church.*
- **Decor coordinator:** \_\_\_\_\_
  - *Recruits decor team, works with staff to determine what items are owned that can be used, works with finance coordinator regarding the budget for items that need to be purchased, works with staff to determine items that can remain for up after the event if the event is in the church building, handles the decoration of the lobby and sanctuary/stage if the event is in the church building.*

- **Refreshment Coordinator:** \_\_\_\_\_
  - *Works with finance coordinator to determine budget.*
  - *Works with the caterer for meal selection or facilitates purchase of food items.*
  - *Recruits volunteers to procure, set-up, serve, etc as needed*
  - *Works with ticket sales and hostess coordinator to communicate any dietary restrictions.*
  - *Greets and supports caterers on the day of the event, or works with the refreshment volunteer team to set up food, make coffee, etc.*
  - *Works with the volunteer coordinator to determine the number of add'l meals needed for those people - including security, tech team, parking, servers, etc)*
  
- **Take-home element coordinator:** \_\_\_\_\_
  - *works with the planning team and graphics coordinator to determine the need*
  
- **Event Volunteer Coordinator:** \_\_\_\_\_
  - *Recruits people to serve in the following areas, as needed*
  - *Coordinates and supports them on the day of the event*
    - **Servers**
    - **Parking/Valet**
    - **Security**
    - **Set-up/Tear Down**
  
- **Ticket Sale coordinator:** \_\_\_\_\_
  - *Sells or recruits people to sell tickets on Sunday mornings - keeps track of the number of tickets sold, names of attendees, dietary restrictions, etc. to work with the hostess coordinator and food coordinator*
  
- **Facilities Coordinator:** \_\_\_\_\_
  - *OFF-SITE*
    - *Works with event location for deposits, insurance, etc*
  
  - *ON-SITE*
    - *Coordinates with facilities/cleaning staff for bathroom stocking, before and after cleaning scheduling, etc.*
    - *Works with staff to clear the stage if needed*
    - *Works with Hispanic staff to clear the chairs and set-up tables as needed (confirm count with ticket sales)*
    - *Works with staff and volunteer coordinator to help get the church back in Sunday worship shape after the event*

## **Contacts/Resources**

- Please list any outside vendors and their contact info (facility, caterers, speakers, etc)

## **PROMOTIONS TIMELINE**

\_\_\_\_\_ Event Date (Must be cleared with church office)

\_\_\_\_\_ Registration Cut-Off Date (determine with refreshment coordinator/caterer)

\_\_\_\_\_ Optimal Promotions Begin Date (Thurs 4 weeks prior to event date, 2 weeks is minimum)

\_\_\_\_\_ Details provided to communications team (Monday 2 weeks prior to promotion start)

## **DAY/WEEK OF EVENT TIMELINE AND/OR OTHER INFO**

*Please outline if/when known, especially if leading days will be required for on-site events so space can be reserved*