



Cedar Street Baptist Church of God

Ministry Event Planning Checklist

This checklist is provided to all CSBC Ministry Teams. Page 1 highlights the planning purposes (who, what, when, where and why) of the event. Pages 2-3 detail the checklist items that you and your team will be required to complete during the planning phase of the vent. This checklist is to assist you in your over planning.

Ministry Hosting Event	
Name of event- "what" <input type="checkbox"/> Description of the event	
<input type="checkbox"/> Date of event	
<input type="checkbox"/> Time of event	
Setup requirements of CHURCH STAFF <input type="checkbox"/> Church staff requirements defined: (Chairs, tables, unlocking building, cooler, etc.)	
Location of event <input type="checkbox"/> Location/ venue of event booked	
Event coordinator/ contact person <input type="checkbox"/> What other ministries will be involved in the event? <input type="checkbox"/> Events Ministry assistance requested	
Target audience- "who" Who is this event target toward? What does the audience need to know? <input type="checkbox"/> Target audience determined	
Message- "what" What do you want to say to the target audience? What do you want them to know/do? <input type="checkbox"/> Message determined	
Objectives- "why" Be clear about what you hope to achieve with this event <input type="checkbox"/> Event objective determined	

CSBC Ministry Event Planning Detailed Checklist

Early event planning	Person Responsible	Action/Task	Date to be completed
1. Budget (to be submitted 2 weeks prior to event) <input type="checkbox"/> Vendor costs <input type="checkbox"/> Check requests submitted/ approved			
2. Protocol <input type="checkbox"/> Invitations to consider outside of CSBC			
3. Invitations <input type="checkbox"/> Mailing list generated/updated <input type="checkbox"/> Invitation composed/ checked and approved <input type="checkbox"/> Printed <input type="checkbox"/> RSVPs (responsible person briefed) <input type="checkbox"/> Invitation list compiled <input type="checkbox"/> Names on list and titles/addresses checked for accuracy <input type="checkbox"/> Invitations sent			
4. Catering <input type="checkbox"/> Cost per head or upfront <input type="checkbox"/> Culinary team confirmed availability <input type="checkbox"/> Beverages <input type="checkbox"/> Food <input type="checkbox"/> Hot or cold <input type="checkbox"/> Self-service or waiting staff <input type="checkbox"/> Internal or external catering <input type="checkbox"/> Power (electric) required <input type="checkbox"/> Equipment required <input type="checkbox"/> Tables, tablecloths, cup and saucers <input type="checkbox"/> Plates, napkins, knives and forks (disposable/ non-disposable) <input type="checkbox"/> Can the theme of the event be followed through in catering? <input type="checkbox"/> Special dietary requirements of guest <input type="checkbox"/> Menu			
5. Advertising <input type="checkbox"/> CSBC platforms (social media, virtual announcements, monthly newsletter, Constant Contact, Email, Text reminders) <input type="checkbox"/> Outside platforms (press, radio, Television, newspaper)			
6. Program/ worship script/ speakers/ preacher <input type="checkbox"/> Program finalized <input type="checkbox"/> Worship Script written (timeline) <input type="checkbox"/> Program/ Worship Script sent to participants <input type="checkbox"/> Speakers/ Preacher fully briefed <input type="checkbox"/> Caterers know program- when to serve drinks/ food			

Early event planning	Person Responsible	Action/Task	Date to be completed
7. Value added for guest <ul style="list-style-type: none"> <input type="checkbox"/> Copy of publication (link for streaming online) <input type="checkbox"/> Gifts <input type="checkbox"/> Programs <input type="checkbox"/> Catalogues <input type="checkbox"/> Special offers/ discounts <input type="checkbox"/> Competitions <input type="checkbox"/> Prizes 			
8. Security & Health <ul style="list-style-type: none"> <input type="checkbox"/> Security leaders alerted (Executive Pastor) <input type="checkbox"/> Occupational health/ welfare and safety concerns addressed <input type="checkbox"/> Provision of first aid (Health Ministry) <input type="checkbox"/> Street blocking permit received and posted (24 hours) 			
9. Audio/ visual requirements <ul style="list-style-type: none"> <input type="checkbox"/> Audio system (mixer, amplifier, speakers, cords) <input type="checkbox"/> Microphone (lapel/ handheld microphone and stands) <input type="checkbox"/> Video links sent to media ministry <input type="checkbox"/> Lighting <input type="checkbox"/> Virtual Platform (Zoom/ Streamyard) <input type="checkbox"/> Additional electrical requirements <input type="checkbox"/> DJ/ contracted music services 			
10. Staffing <ul style="list-style-type: none"> <input type="checkbox"/> Extra staff required: <input type="checkbox"/> Hosts/ Greeters 			
11. Ambience <ul style="list-style-type: none"> <input type="checkbox"/> Floral arrangements <input type="checkbox"/> Stanchions <input type="checkbox"/> Red carpet 			
12. Guest comfort <ul style="list-style-type: none"> <input type="checkbox"/> Wheelchair access <input type="checkbox"/> Bathroom facilities 			
13. Hospitality <ul style="list-style-type: none"> <input type="checkbox"/> Welcome signage at entrance <input type="checkbox"/> Ushers briefed 			
14. Housekeeping <ul style="list-style-type: none"> <input type="checkbox"/> Cleaning before and after event <input type="checkbox"/> On standby during the event 			
15. Day of event (Playbook) <ul style="list-style-type: none"> <input type="checkbox"/> Time for set up by whom <input type="checkbox"/> Time for breakdown by whom <input type="checkbox"/> Podium, stage, tables, chair layout <input type="checkbox"/> Registration table <input type="checkbox"/> Chair covers <input type="checkbox"/> Floor plan/ layout <input type="checkbox"/> VIP reserved seating <input type="checkbox"/> Name tags <input type="checkbox"/> Clear location directions 			

Early event planning	Person Responsible	Action/Task	Date to be completed
<p>16. After the event</p> <ul style="list-style-type: none"> <input type="checkbox"/> Person responsible <input type="checkbox"/> Debrief <input type="checkbox"/> Comments on all aspects <input type="checkbox"/> Guest feedback <input type="checkbox"/> Guidelines for improvement <input type="checkbox"/> Evaluation against criteria <input type="checkbox"/> Celebration <input type="checkbox"/> Thank You! 			