



Event Planning Checklist

Type of Event _____

Date/Time _____

Location in Building _____

Person in Charge _____

Budget _____

Targeted Demographic _____

Decorations _____

Items needed from church _____

Staff Contact _____

(You should periodically check in to report if your plans are on schedule or if you have any questions)

Will childcare be provided Yes No

When we announce this event can we have the congregation respond back to you directly? Yes No

Best contact for you (either email or phone number) _____

Thank you for your support of NCC and doing an event to promote the growth of the kingdom of God here at the church. Your continued influence, support and help are crucial to the church. First Corinthians speaks to the church being a body and working together as one to grow, mature, and operate with full potential. With that in mind the leadership asks you to use this checklist as a guide in planning an event to bring out the best for the event and the church.

After checking with Janice (office@norwinchristianchurch.com) to make sure the date is available, fill out as much as possible on this form and send it to Matt (norwinmedia@gmail.com) to start the process. Again, thank you for supporting the vision and mission of Norwin Christian Church through this effort.

Janice Wilson, Secretaryoffice@norwinchristianchurch.com

Terry Erwin, Preaching Ministerterry@norwinchristianchurch.com

Rob Grandi, Associate Minister.....sneakertown@yahoo.com

Jeff Terpstra, Youth minister.....jeff@norwinchristianchurch.com

Maureen Gratton, Christian Education Director.....maureen@norwinchristianchurch.com

Matt Mastroianni, Media and Technology Director.....norwinmedia@gmail.com

Promotion			
Item	Time needed in advance	Notes	Status
*Work with Matt for posters, website, and PowerPoint promotion	6 Weeks		
Flyers/Postcards	6 weeks		
*Bulletin <ul style="list-style-type: none"> ○ A target of a month prior to event ○ Must fit criteria based upon other events 	4 week		
On Stage Announcement- Must fit within schedule of other announcement and church events. Contact Terry with any questions.	4 weeks		
Yard signs/ Banners	3 weeks		
Post for Social Media	2 weeks		

***MANDATORY**

Item	Time Needed in Advance	Notes	Status
Childcare <ul style="list-style-type: none"> ○ If this event has childcare it is up to you to find volunteers with proper clearances on record with the church 	6 Weeks		
Refreshments and Food <ul style="list-style-type: none"> ○ Will you need paper products? ○ Where will the food be located? 	3 Weeks		
Set up/Clean up <ul style="list-style-type: none"> ○ When will set up occur? ○ See list of decorating rules below ○ Leave room how you found it (Vacuum, take out trash, wipe down tables, wash dishes, return tables and chairs) 	2 Weeks		

Technology <ul style="list-style-type: none"> ○ Will you need the use of any TVs, music, or projection? ○ Contact staff person to plan the use for any technology 	2 Weeks		
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Volunteers	Time Needed in Advance	Notes	Status
Childcare <ul style="list-style-type: none"> ○ Anyone working with children must have clearances on file (if they need clearances see Maureen for a Volunteer Packet. Clearances can take up to two weeks to get back in the mail) ○ Names of Childcare workers need to be given to staff member one week before event. 	6 weeks		
Minimum of 2 volunteers helping in child care with a ratio of 2 volunteers for every ten children.	6 weeks		
Set Up/Clean up Team	2 weeks		
Food Prep	2 weeks		

Rules for Decorating

- **No hand-made signs. All signs should be coordinated through Matt and Promotion team.**
- **No tape on walls.**
- **All signs should be affixed with 3-m strips designed for wall hangings or thumb tacks.**
- **All decorations must be cleaned up immediately following event, unless other arrangements have been made with a staff member.**