

Event Planning Checklist

A timeline-based planning checklist for Mayflower Church events. Each phase ends with a turn-in to the church office along with the event planning worksheet.

6 to 12 Months Prior to the Event

- Hold a planning meeting with all essential team members — interactive brainstorming session of ideas and concepts.
- Complete the Event Planning Worksheet.
- Decide on a preliminary budget (food, drink, advertising, decorations).
- Schedule firm monthly team-leader meetings and provide detailed assignment due dates.
- Develop a follow-up plan for contacting visitor participants after the event.
- Contact outside organizations as needed (town, school, police, fire, etc.).
- Confirm speakers and guest entertainers.
- Get quotes and procedures from media outlets (newspaper, radio, TV).
- Get quotes if using an outside printer for advertising or other materials.

Preliminary Budget Worksheet

Item	Cost	Item	Cost
Speakers		Design / printing	
Travel		Decorations	
Lodging		Office Supplies	
Food		Advertising	
Equipment Rental		Entertainment	
Other		Other	

4 to 5 Months Prior to the Event

- Finalize the detailed budget.
- Begin a volunteer list and recruitment.
- Determine audiovisual requirements and volunteers.

- Determine building, parking, and other logistical needs.
- Develop the menu / refreshments.
- Order supplies (foam plates, paper cups, etc.).
- Prepare layouts for advertising and order or print materials.
- Order ministry materials and promotional items, including volunteer shirts, patches, badges, uniforms, and accessories.
- Complete lists for mailing, emailing, and Facebook invitations and postcards.
- Complete the follow-up plan and enlist volunteers for it.
- Begin volunteer training.

Remember: Ownership by your volunteers is dependent on preparation, training, and promotion. This conveys your vision to them in a tangible way.

2 to 3 Months Prior to the Event

- Give volunteers their specific assignments (some events assign these 4-12 months in advance).
- Follow up and hold team members accountable.
- Continue team-member training.
- Final revision of schedule, procedures, and needs.
- Complete the promotion plan.
- Hold a walkthrough of the event with all team leaders.
- Review the follow-up plan.

1 Month Prior to the Event

- All promotional materials completed and received.
- All advertising sent to respective organizations (newspaper, TV, radio).
- Confirm that the recipient at each advertising organization received the advertisement.
- Order all food.
- Finalize food purchases with a pickup person, time, and date.
- Schedule all personnel and define job descriptions, including building and clean-up personnel.
- Hold final volunteer training.
- Confirm assignments and continue training.
- Final revision of event schedule, procedures, and needs.
- Finalize parking, clean-up, and security details.
- Confirm setup and tear-down times with responsible team members.
- Confirm return of borrowed or rented items, and items being returned for credit, with a responsible team member **(not the pastor)**.
- Begin promotions within church and community.

2 Weeks Prior to Event

- Send out emails confirming with all volunteers the time, date, and place of the event.
- Meet with team to finalize plans and convey finalization to volunteers.
- Continue promotions with extreme emphasis.
- Double-check everything.
- Finalize team-member training and assignments.
- Finalize all team-member supply needs.
- Finalize all seating and table arrangements.
- Confirm the number of team members and assignments to ensure adequate coverage.
- Verify food purchases and pickup with the responsible person.

1 Week Prior to Event

- Meet with all team members for last-minute details.
- Final rehearsal or walkthrough of event.
- Verify final tear-down and clean-up plans with responsible team members.
- Verify the return of borrowed or rented items, and items being returned for credit, with a responsible team member **(not the pastor)**.
- Team leaders recheck every area and try to anticipate and plan for any unforeseen changes, plans, or issues.
- Final review of all team-member tasks.
- Review follow-up plan with team members.
- Send out an email to all volunteers with a reminder, encouragement, and any change of plans.
- Confirm with team members when they should arrive.

Day Prior to Event

- Recheck all equipment and supplies for the event.
- Recheck logistical issues for traffic flow, arrival and dismissal procedures, kitchen needs, and security needs.
- Confirm setup of all rooms and tables.

Day of Event

- All team members arrive at least one hour early.

- Check audio / visual equipment at least one hour prior.
- Final check of all areas being used for the event, including bathrooms.
- Greet team members and cover any final details.

One Day After Event

- All rooms cleaned.
- All bathrooms cleaned.
- All floors mopped or vacuumed.
- All items returned or scheduled for return.
- All decorations and props torn down and stored.
- Team-member event review scheduled.

Sign-Off (each phase)

Event	_____	Event Planner	_____
Event Date	_____	Signature	_____
Event Time	_____	Today's Date	_____

Check the items completed and turn in to the church office along with the event planning worksheet.

Revision #1

Created 2026-04-25 23:56:15 UTC by Anton Brown

Updated 2026-04-25 23:56:15 UTC by Anton Brown