

## Event Planning Guide

Activity	Overview	Team Member Assigned	Host/Local Contact
<b>Registration</b>	__Volunteers to “man” registration tables __Attendees sign in (once)  __Registration bags distributed __Regis. bags assembled __Items for bags collected		
<b>Greeters</b>	__Host church members dispersed throughout to guide attendees  __Identity item worn by greeters		
<b>Offering</b>	__Ushers enlisted from various groups and/or churches.  __Security/deposit arrangements		
<b>Breakout Sessions</b>	__Number & topics are determined by theme/focus  __Rooms, set up & designation to be confirmed with host church staff		
<b>First Aid</b>	__RN or LPN on duty throughout meetings __Visible and designated room __Communication/Paging system established		
<b>Decorations</b>	__ Theme established __ Budget set __ Stage/Podium area __ Other focus areas		
<b>Meals</b>	__ Number of meals/breaks/fellowships __ Menu/budget for each __ Cost to participants (if any)  __ Servers/hostesses enlisted		

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<b>Program</b>	__ Music/Worship __ Drama Team  __ Sound, lighting, visuals  __ Program Guests' hosts __ Ready/prayer Room __ Welcome gifts (happies)		
<b>Parking/Security</b>	__ Attendants enlisted, (usually host church) __ Attendants' identity __ Directional signs		
<b>Childcare</b>	__ Provision for Program guests' family __ Provision for Attendees' (optional)		
<b>Lifeway</b>	__ Bookstore (contact store) __ Location during event __ Directional signs __ Other		
<b>Lodging</b>	__ Program Personnel __ Planning Team  __ Directional maps __ Advertisement		
<b>Clean Up</b>	__ Billing (extra for location)  __ Timing & Method  __ Return of borrowed items		
<b>Ministry Items or Projects</b>	__ Local Survey & Suggestions  __ Assembly of materials/services  __ Distribution Plan		
<b>Other</b>			