A completed event checklist is required for each ministry event. Submit the completed checklist (and related purchase requests (PRs) to Pastor King (pastor@higherlevelworship.org) and Minister Leslie Turner (connect@higherlevelworship.org) prior to the start of the ***quarter*** in which the event is being held.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Today’s Date |  | Your Name |  | Your Phone Number |  |
| Ministry  |  | Ministry Event Coordinator |  |
| Title of Event |  | Event Date(s) | Event Time (Start/End) |
| Theme (Optional) |  |
| Purpose |  |
| Scope (Audience) |  |
| Approved Budget Amount *[Refer to annual budget]* |  | Total Funds Requested |  | **Finance Use Only**Amount Approved: |
| Event Location |  |
| Critical Team Meeting Dates to Ensure a Successful Event: [ ]  N/A. Meeting Not Required  |

1. Is the event on the approved church calendar? [ ] Yes [ ] No
2. Is a contract with a vendor required? [ ] Yes [ ] No If yes, contract must be signed and approved by the financial administrator (or designee).
3. Identify the number of servants/human resources needed. [ ] None. [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. What is the cost to participants? [ ] None [ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Is a deposit required? [ ] N/A [ ] Yes [ ] No
5. Does this event include a prayer walk? [ ] Yes [ ] No If yes, list the date and time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Does this event include door-to-door outreach? [ ] Yes [ ] No If yes, list the date and time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Is evangelism training needed? [ ] Yes [ ] No If yes, list the date and time for the door-to-door outreach: \_\_\_\_\_\_\_\_\_\_\_\_
8. Will you or your guest sell merchandise (e.g., CDs, t-shirts, etc.) while at this event? [ ] Yes [ ] No. If yes, describe the type of items being sold: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Do you plan to take up an offering/collection at the event? [ ] Yes [ ] No
10. Are you selling tickets to the event? [ ] Yes [ ] No

| **√ (N/A)** | **Action** | **Person Responsible** | **Due Date** |
| --- | --- | --- | --- |
|  | Confirm space needed/availability. [View Scheduler](https://higherlevelworship.skedda.com/booking?viewdate=2017-01-08) on line. |  |  |
|  | **Identify preferred communication methods:**[ ] No advertising is required. [ ] Bulletin [ ] Scrolling [ ] Web [ ] Flyers [ ] Postcards [ ] Facebook [ ] App [ ] Connect Card [ ] Other (*Explain*)  |  |  |
|  | Submit announcement for bulletin [via online](https://higherlevel.aware3.net/form/hOEe5LY) at least **two months** before to the event. |  |  |
|  | Submit information for the *connect cards* at least **three months** before the event. |  |  |
|  | Submit pulpit announcements at least two weeks before the event. |  |  |
|  | **Submit purchase requests:**[ ] Speaker/Presenter [ ] Gifts/Prizes[ ] Supplies & Equipment (Non-Food)[ ] Food/Concessions [ ] Other (Explain)  |  |  |
|  | Confirm whether supplies are readily available prior to making any purchases. |  |  |
|  | Prepare contract for services |  |  |
|  | Approve contract for services | Finance Team |  |
|  | Identify and confirm support needed from other ministries (e.g., sound; ushers; hospitality; etc.) |  |  |
|  | Recruit/secure human resources/volunteers.  |  |  |
|  | Schedule training/orientation for human resources |  |  |
|  | Confirm speakers. Name(s) of presenter(s) |  |  |
|  | Confirm ministry presentation/entertainment. Name(s) of presenter(s) |  |  |
|  | Set-up registration. Registration dates: \_\_\_\_\_\_\_\_\_\_\_\_ thru \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  | Confirm MC |  |  |
|  | Establish follow-up plan for participants. |  |  |
|  | Establish set-up and clean-up team. |  |  |
| **Note Other Action Items:** |
|  |  |  |  |
|  |  |  |  |
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