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](mailto:pastor@higherlevelworship.org)) and Minister Leslie Turner ([connect@higherlevelworship.org](mailto: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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