

PLANNING QUESTIONS CHECKLIST

Event Name _____ Proposed Date _____

The purpose of this form is to identify high-level factors of the event. This event will serve as a guide for all other planning. Take the time to consult the CHURCH EVENT PLANNING GUIDE for deeper discussion and explanations of each of the areas.

What is the purpose of this event?

In 20 words or less, describe your reason for hosting this event.

1. What is the budget? _____
2. Will there be a cost for attendees? _____
3. Who will be responsible for planning the event? _____
4. Which ministry or department will be hosting the event? _____
5. Will we host this event every year? _____
6. When is the best date/time to host the event? _____
7. What is the best venue for the event? _____
8. What crowd size should be expected? _____
9. How many volunteers does the event require (estimate)? _____
10. Have we heard from 'Doubting Thomas'? (Consult the questions in the book.) _____
11. Are there any organic limitations? _____
12. When is the best date/time to host the event? _____