

# Event Checklist

## Basic Information:

Name of Event: \_\_\_\_\_

Pastor Contact: \_\_\_\_\_

Coordinator for Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Budget for Event: \_\_\_\_\_

Where is the money coming from? \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

## Vehicles

Do you need a bus/buses? If yes, how many? \_\_\_\_\_

Do you need to rent any vehicles? \_\_\_\_\_

Do you need the F-250? \_\_\_\_\_

Who will be driving? \_\_\_\_\_

Does Donna have their Certificate of Insurance (COI)? \_\_\_\_\_

Did you reserve the vehicles with Sharon? \_\_\_\_\_

## Block Party Trailer

Is the Block Party Trailer needed? \_\_\_\_\_

What are you going to use out it? \_\_\_\_\_

\_\_\_\_\_

## Food

Will there be food at the event? \_\_\_\_\_

Are we cooking the food or is it being catered? \_\_\_\_\_

Who is in charge of cooking the food? \_\_\_\_\_

Who is catering/supplying the food? \_\_\_\_\_

Have you placed the order? \_\_\_\_\_

Is the food being delivered or picked up? \_\_\_\_\_

If the food is being picked up, who is getting it? \_\_\_\_\_

## Volunteers

How many volunteers do you need? \_\_\_\_\_

Who is setting the event up? \_\_\_\_\_

Who is cleaning the event up? \_\_\_\_\_

What activities do you need volunteers to run? \_\_\_\_\_

## Supplies

Name Tags  \_\_\_\_\_  \_\_\_\_\_

T-Shirts  \_\_\_\_\_  \_\_\_\_\_

Sign-In Sheets  \_\_\_\_\_  \_\_\_\_\_

Sound System  \_\_\_\_\_  \_\_\_\_\_

Signs  \_\_\_\_\_  \_\_\_\_\_

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_