

Event Planning & Evaluation Sheet

1. Event date, time and location: _____

2. Event Purpose (Discipleship, Fellowship, Outreach, Missions, Fund-raising, etc.)

3. Event Budget

Marketing: \$ _____

Decorations: \$ _____

Food: \$ _____

Supplies: \$ _____

Other: \$ _____

How will we fund this event? (General Fund, Offering, Other) _____

4. Event Marketing

Who are we inviting to this event? _____

How will we advertise? (Bulletin, Newsletter, Website, facebook, newspaper, radio, etc.)

When do we need to notify the church office of this event? _____
(Notify at least 6 weeks in advance)

5. Event Activities

What activities will be a part of this event? _____

What supplies will we need for these activities? _____

6. Event Food

Will this event include food? _____

What kind of food will we provide? _____

For how many people will food be provided? _____

7. Event Set-up and Tear-down

What set-up is required? _____

What tear-down is required? _____

8. Event Decorating

How will we decorate for this event? _____

Event Planning Sheet (continued)

9. Job Duties

Event Leader: _____

Marketing: _____

Activity Leaders: _____

Food prep, serving and clean-up: _____

Event set-up and tear-down: _____

Entertainment: _____

Decorating: _____

Audio-Visual/Technical: _____

Other: _____

Post-Event Evaluation

Did we fulfill our main purpose with this event? (Yes or No) _____

What went well? _____

What did not go as well as we hoped? _____

What did we do that we should be sure to do again? _____

What can we do differently in the future to make this better? _____
