

| Ministry Event Checklist | | |
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| # | Task Order | Task Responsibility |
| 1 | Event Idea is created | Ministry Lead |
| 2 | Submits Ministry Event Needs Form | Ministry Lead |
| 3 | If Calendar Verification then Planning Center Reservation made | Communications |
| 4 | Contact & verification of support (Audio Visual, Digital Evangelist, Photography, etc.) | Communications |
| 5 | Approved / Confirmed Event Date, Final Approval in Planning Center | Communications / Secretary |
| 6 | Return to Ministry Lead Approval Notice with expectations and responsibilities of staff and ministry. | Secretary |
| 7 | Pending concerns from Church are addressed, email/ action is taken. Email is sent to relevant Church Staff | Ministry Lead |
| 8 | Ministry Event needs are addressed by staff as needed. Example: Flyer, promotion, announcements, bulletin, presentation, social media, etc. | Digital Evangelist, Communications, Secretary |
| 9 | EVENT | Ministry Lead and Support Staff |
| 10 | Reserved Spaces are verified as cleaned and secured | Ministry Lead / Ministry |
| 11 | Submit Event After Action Form what went right / wrong to appropriate staff (Secretary, Communications) | Ministry Lead |
| 12 | Event Actions Completed | |
| 13 | Review of After Action Form and discussion on what went right / wrong. Take action to make next events better. | Communications, Digital Evangelist, Secretary, Pastoral Staff person |