

EVENT PRESENTATION MEETING CHECKLIST

1. **WHAT:** _____

2. **WHEN:** _____

a. Day: _____

b. Date: _____

c. Time: _____

3. **WHERE:** _____

4. **WILL FOOD BE SERVED: YES | NO** _____

5. **SET-UP | CLEAN-UP | TEAR-DOWN | PUT BACK**

6. **WHAT OTHER MINISTRIES DO YOU NEED:** *(MEDIA, USHERS, GREETERS, WATCHMEN)*

7. **WILL THERE BE A NEED FOR:**

Copies Flyers Announcement Website Social Media

8. **ANY SPECIAL REQUEST NEEDED FROM THE OFFICE:** _____

9. **WILL THERE BE A COST TO THE CHURCH: YES NO**

10. **DETAILS LIST OF EXPENDITURES.**

Point of Contact:

Name: _____

Email: _____

Phone: _____