

Please circle yes / no and for each Yes check what you will need for your event to succeed.
 I will talk to department heads and coordinate the event for you.
 I will need this sheet at least two months prior to your event. Thanks, Jill Danke

Yes No I need help organizing the _____
 yes no I Need checklists
 yes no I need sign up sheets

I am expecting about _____ people to attend.

For My event I need:

yes no **Board Involvement**
 _____ Organize a gift
 _____ check amount for a gift
 _____ present gift
 _____ Card

yes no **Children's Church Involvement**
 _____ Special Presentation
 _____ Children's Choir
 _____ other _____

yes no **Ladies Auxiliary**
 _____ Food provided by church members
 _____ help with set-up/ serving/ clean-up of food
 _____ assistance with meal selection/amounts
 _____ housing for guest speaker
 _____ gift basket
 _____ flowers/corsages
 _____ other _____

yes no **Maintenance**
 _____ something fixed before my event
 _____ permission to attach things to the walls
 _____ a place to store materials during my event
 _____ event is more than one day and I need the church cleaned daily.
 _____ other _____

yes no **Music**
 _____ special songs
 _____ praise singing
 _____ choir songs
 _____ extra practices
 _____ other _____

yes no **Nursery**
 _____ Nursery workers are needed
 _____ times? _____
 _____ Nursery is needed
 _____ times? _____

yes no **Promotions**
_____ Do you need a promotions check list? (turn in at least 2 moths
prior to event)

yes no **Sound**
_____ Sound needed
_____ lighting changes
_____ screen
_____ help with recordings/music
_____ help with lighting
_____ needed at practice also
_____ other _____

yes no **Sunday School**
_____ Teacher Involvement
_____ Rooms needed
_____ supplies needed
_____ other _____

yes no **Ushers/Greeters**
_____ Ushers Needed
_____ Greeters Needed
_____ chairs set up / put away
_____ tables set up / put away
_____ things handed out
_____ things collected
_____ other _____

yes no **Youth**
_____ youth choir
_____ baby-sitting
_____ helpers
_____ presentations
_____ other _____