

## Checklist for Events

Committee or Social Justice Circle \_\_\_\_\_

Contact person/phone/email \_\_\_\_\_

Event \_\_\_\_\_

Date planned \_\_\_\_\_

Hours: from \_\_\_\_ to \_\_\_\_

Have you:

- Checked the church calendar to see if room(s) available
- Completed the on-line form to reserve a room (or rooms)
- Determined if security is needed
  - Hint: Is this a church only event or is it open to the public?
- Determined what equipment is needed
  - Microphone
  - AV equipment
  - Other
- Designated experienced people to use equipment, or
- Sought out someone who can teach/show expected users
- Contacted the Communications Committee
  - For information about the church logo
  - Guidance on fonts, formats
  - Guidance on publicity (if open to the public)
- Checked for in-house deadlines
  - This Week at First Univ.
  - The Outlook
  - Announcements
  - Handouts/Program
  - Other??