

# CHECKLIST

Please retain for your records!

Event Date: \_\_\_\_\_

Registration Start Date: \_\_\_\_\_

Registration End Date: \_\_\_\_\_

Publicity Start Date: \_\_\_\_\_

Publicity End Date: \_\_\_\_\_

Schedule Church Resources	Date Completed	Notes
Submit Space Request		
Submit Announcement Request		
Submit Clerical Request (i.e. copies, flyers)		
Submit Transportation Request		
Submit Consent Forms		
Promotion	Date Completed	Notes
Create Verbiage for Announcement		
Create Flyer for Community		
Advertisement Request (i.e. radio, TV, banners)		
Finances	Date Completed	Notes
Contract signed by Church Business Administrator		
Submit Voucher for Vendors		
Submit Voucher for Honorariums (i.e. speaker, etc.)		
Submit W-9 for speaker/vendor		
Submit Voucher for Caterer		
Secure Additional Staff	Date Completed	Notes
Volunteers		
Childcare		
Ushers/Greeters		
Security/Police Officers		
Approved Driver		
Other	Date Completed	Notes
AV for Computer Lab		
Request Sales Tax-Exempt Form		