**BRAINSTORMING WORKSHEET**

**Event Name:**

Event Date:

Members on the event team:

Location, equipment, supplies needed:

Roles that need filled by volunteers:

How do we want to advertise?

What do we want our schedule to look like?

**BRAINSTORMING WORKSHEET**

**Event Name:**

Event Date:

Members on the event team:

Extra things to think about:

Is transportation needed?

How many vehicles do we need?

Who will drive?

Do we need to take any office supplies (if it is off campus)?

What do we need?

Who will take it?

Do we need to take any first-aid supplies?

What do we need?

Who will take it?

Do we need to provide childcare?

Who will be responsible for organizing childcare?

Do we need to coordinate with other ministries?

If so, who?

Who is going to coordinate with the other ministry?