**EVENT PLANNING**

**Event Name:**

**Things to remember when planning:**

1. Church/Ministry mandated dates
	1. Special worship and prayer services
	2. Holiday services
	3. VBS
	4. All church events
2. Community/School conflicts
	1. Football/Basketball Games (Varsity)
	2. Spring Break
	3. Christmas Break
	4. City/State Holidays
	5. School start/end dates
	6. Prom
	7. Fair
	8. Graduation
3. Weather

**Questions to ask when planning an event: (Discuss as a ministry team)**

1. What is the purpose of the event?
2. What are the goals of the event?
3. Does it fit the church’s mission? How does this connect people to people? People to God? People to community?
4. Why do we want to hold the event?
5. What is the “win”?

**After deciding on an event:**

1. Did we fill out the proper paperwork for communications?
2. Will we need to request services from other ministries? If so, which ministries?
3. Will we need to request shopping items?