Harvest Time Church

**EVENT PLANNING CHECKLIST**

**Not every ministry will need all these items; it will depend on the Event.**

* 1. Before planning begins prayer must happen
  + - Pray for the Purpose and People you want to reach
    - Pray about the overall success of your event
    - Pray about the people who will be on the project
    - Pray for creative ideas (bait)
* 2. Define the Project
  + - * Who are the FISH? (audience)
      * Purpose for the event: **EVANGELISM**
* 3. Establish an Order of Service/Event
  + - * Layout how the event will flow – (service flow template [www.harvesttimechurch.net](http://www.harvesttimechurch.net))
      * Assign time frames for each aspect of the service or event
* 4. Who will need to assist you with this event?
  + - Teachers, facilitators, ministry volunteers, or guest speakers or artists
      * Letters to guests
    - Identify Ministry of Helps needed
    - Identify and fill out forms needed: (all forms are available at [www.harvesttimechrch.net](http://www.harvesttimechrch.net) )
      * Multimedia-Church Announcements\*\*\* (requires a request form which can be found
      * Social Media graphics- request forms (
      * Advertisement and Marketing\*\*\* - for consistency in branding requests can be submitted to [JMcMillian@harvesttimechurch.net](mailto:JMcMillian@harvesttimechurch.net) no less than 2 weeks prior to announcing. Submission times should allow for corrections or edits.
      * Social media marketing plan with graphic requests (ex. Flyer to present on Facebook, Instagram, Twitter, others)
      * Word of Mouth and encouragement to evangelize
      * Advertising schedule should allow for multiple opportunities to respond (outreach v/s in reach advertising)
* 5. Establish a Budget (to confirm ministry budgets call 281-423-3611 or email)
  + - A Ministry Event Budget Form must be completed then submitted prior to the event being scheduled on the HTC Monthly Calendar (ensure you have ministry funds)
* 6. Develop a Planning Calendar (to include…)
  + - Team meeting dates/ conference calls
    - Timelines for completion of assigned tasks
    - Rehearsals (if needed)
* 7. Identify Potential Obstacles
  + - Develop action plans on how to overcome these obstacles
* 8. Follow up with Committee Members on a Weekly Basis
  + - To ensure that their areas of responsibility are covered
* 9. Make it *FUN* for everyone involved!

**Review these items with your family group to get good input as you go forward.**