

HUMC Event planning checklist

Plan to succeed

Gather a team of at least 2-3 others to help you plan. This lightens the load, develops new leaders and increases attendance and participation in the event. Avoid working alone.

Pray. Seek God's guidance upon your plans and listen to the voice of the Holy Spirit.

Choose the date, time and place for your event. Clear it with the church calendar in the office and fill out the necessary building/room use request.

Decide when you will need to get in the building and if you need a key. The office can assist you.

Do you need to lock up and set the alarm when you leave? The office can assist you.

Review the clean-up procedures. Posted on website with building use form.

Staff support

Keep the office informed about your plans and any changes you make. Pam regularly fields questions about church events from both church and community. Accurate information will help promote your event.

Church staff can help with publicity, building use, van reservation, equipment use, set up and church policies. Tell them what you need well in advance and complete necessary forms.

If you want the pastor to attend, get it on his calendar early. Monday is his day off.

Program

Will you need sound and video equipment? Contact Paula Britcher. Plan to meet with her early to test run any equipment you will use for your presentation.

What chairs and tables will be necessary? Provide for their set up in advance and take-down afterwards as necessary.

Pre-order books, DVDs and supplies you will need. Office can assist with ordering.

Arrange guest speakers well in advance. Confirm with them a week before their appearance. Check on any needs they may have for their presentation. Be prepared to introduce them.

Recruit volunteer helpers, discussion leaders or facilitators as needed well in advance. Have a written job description or list of expectations to guide and inform them.

If your event includes fundraising, all fundraising efforts must be cleared first with the stewardship team. If a table or space is needed, office can assist you.

Childcare

Offer childcare for your events.

Childcare workers must be trained and approved in advance by HUMC. See Sue Cole for a current list of qualified helpers.

Secure childcare workers in advance. Sue Cole can assist you.

Food and snacks

If serving refreshments plan in advance paper good needs and the availability of the kitchen equipment.

Wash all dishes and return to cupboards. Wipe down tables and counter tops.

Publicity

For all publicity requests complete the announcement request form. Please be as detailed as possible. Check all methods of communication you would like ... Sunday bulletin, Facebook, website, etc.

Consider a slide in the announcement slides on Sundays in the lobby. Contact Paula Britcher.

Consider submitting your event to the Milford Times, Spinal Column, and Community calendars on Christian radio stations and web sites. Review with office prior to submission. Many are free but paid advertisement must come out of your event budget.

Send notices to neighboring churches, senior centers and community groups.

Transportation

If event is off site your options include carpooling or use of a church van. We also have an enclosed trailer.

Reserve a van and/or trailer by completing Van Use Request Form.

All drivers must be approved well in advance. Contact the office to assist.

Your group will need to provide the fuel cost.

All necessary forms are available online at our website, www.myhumc.com or paper copies can be found in the workroom in East wing.