

EVENT PLANNER

Section:

Event:

Date:

Who is this event targeted at?

Age?

Pre-evangelistic or evangelistic?

What key elements are needed for this event?

MC:

Bible passage:

Speaker:

Testimony?

Drama?

Music?

Vox pop / video?

Discussion?

Games?

Theme?

Craft / activity?

Do we need people from other sections to help us?

Numbers of people we're praying and aiming for:

Venue

Does a venue need to be booked?

Who do I need to liase with?

What is involved in setup?

What is involved in cleanup?

Food

Will there be food available?

Who will cater for it?

Cost

Will this event cost us anything?

Who will we charge?

Publicity / Advertising

Who will make the brochures etc?

How will we distribute them?

Follow-up

Do we need follow-up cards?

What is the next event to invite people to?