Guidelines for Planning a Church Event

It’s great that you decided to plan an event. As a church, it is great to fellowship and get together with other people but if that is the only significant goal and has no cohesive attitude in supporting the mission and vision of the church the activity is flawed. The following should help in fitting your event into the future plans for the church.

Initial details:

What is the event?

When will the event take place?

Is the event open to all people? More helpful for existing church members? Best for newer Christians?

Where will this event take place?

What is the goal for the event? Outreach? Discipleship? Fellowship? Etc.

What ministry does this event best fit? Women’s? College? Youth? Children’s? Etc.

How many people are expected to come?

How much will it cost? Overall? Per person?

Any driving involved? Provisions? Medical and Liability Release forms?

Who should one contact for information? Is this person under the assistance of a church ministry leader or mobilizer?

Once these details are set, the following is a good idea of a schedule when it comes to planning. Other types of events may require more time and talents.

6 weeks (Sundays) in advance:

Main details set, proposed and approved idea to Ministry and Council, talked with office staff for ideas and work on promotion

5 weeks before the date:

Promotional materials out, announced in the bulletin, Adult/Ministry leader overseeing the event

4 weeks:

Sign-up sheets out for the event with a set date, time, cost, forms

3 weeks:

All reservations made for the event (room, restaurants, beach location, etc.)

2 weeks:

ALL REGISTRATION ITEMS DUE, all materials bought and ready

1 week:

Collect information about the participant on a packet in case of an emergency

Day of event:

All emergency contact information is taken with the leaders.