

START OF EVENT CHECKLIST

Function-----

Date-----

- **EVENT FORMS MUST BE SUBMITTED AT LEAST 1 WEEK PRIOR TO ANY MEETINGS AT CHURCH INCLUDING ANY ROOMS NEEDED FOR EVENT (FORM ON WEBSITE OR PAPER FORM IN OFFICE)**
- **QUARTERLY COORDINATORS & TEAM MEMBERS SHOULD BE COPIED ON ALL EMAILS SENT OUT**
- Team meetings should be held in the following increments: 3Mo, 2Mo, 1Mo, and 1 week
- Quarterly Coordinators meet with Team Facilitator(s): Review Check list/Guidelines/Roster/discuss possible Program Themes, decorations, etc. **Note: Anyone needing access to the upstairs rooms must check in with the office.**
- **3 months ahead:** QC schedules 1st "all Team meeting", A/V equipment, finalize theme.
 - **Facilitator:** schedules 2nd "All Team Meeting" (program, décor, food/kitchen. Send notes to team members. ***If outside speaker**, submit form, P.13, to Women's Ministry Advocate for approval.
- **2 months ahead:** send ad to office for (bulletin, newsletter, overheads) also send ad to WM newsletter. See Contact List, pg. 14.
 - Give event program to QC for approval by Advisory Team
 - Schedule kitchen training, if needed. Please see Contact List p. 14
- **1 month ahead:** set dates needed
 - Kitchen helpers, program rehearsal (if needed), food shopping, A/V setup
 - Food prep either in A.M. of prior day to event or morning of event
 - Check with assigned dishwasher, if needed. See Contact List p.14 ** Pitchers require sterilization.
 - New member table needs to be reserved. See Contact List p.14.
 - Line up table hostesses if using (one for each table; 2 additional for refilling drinks, or to help any guest that need help getting their food
 - 2 to 4 greeters for door and checking in guests
- **2 weeks ahead: Confirm**
 - Confirm ALL plans for event (food prep, program, decorations, hostesses, A/V equipment, dishwasher)
 - Contact speaker if using to finalize details for program
 - Check supplies needed for event (all items in pantry). Note shortages on kitchen wall list.
 - Sign out any decorations removed from the Storage area.
 - Request any copies from Church office that are needed for the event.
- **1 week ahead:** finalize all plans for event day
 - Make reminder call to Deacon that is assigned to take our trash from event (see schedule on bulletin board)
 - Get total expected guest signup count from QC and or Lead Facilitator who will get it from the Registrar.
 - For table set up in FH (see Church Administrator on contact list)
 - Confirm there is enough room in kitchen refrigerator for food
 - Make reminder calls from signup list to confirm attendance (monthly team splits list to make calls)
 - Shop for food needed, save original receipt. Check current budget allowance. Also, see page 6.
 - Fill out request for funds form and make 2 copies, attach originals together and copies together. Give all to WM treasurer for reimbursement (make copy for your own records). 3 copies in total.
 - Fill out agenda form for event with names of who will participate; give a copy to all that are participating
 - ✓ Include on agenda: welcome, treasurer report, birthdays of the month, first time attendees
- **Day of event:** Food prep, meet with table Hostesses, review all necessary information to all that are working the event, fill out and sign end of function form and give to QC
- **FOR DETAILED INFORMATION REFER TO FCC POLICIES & PROCEDURES, Administrator, pg. 14.**

Team Facilitator_____

Quarterly Coordinator_____

11/11/2023

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