

EVENT PLANNING CHECKLIST

Make your events safe & successful!

- Clearly communicate about the event through multiple channels - including social media & email!
- Set up pre-registration - make it possible online and through call in!
- Communicate a clear plan about the event to your volunteers & leaders (eg. what they'll need to do).
- Purchase event supplies (including pre-packaged snacks, game supplies & cleaning/PPE items).
- Print anything needed for your events (eg. signage, posters, game instructions, hand-outs).
- Check any equipment/games/etc. to ensure they work correctly.
- Set up your space to ensure all protocol can be clearly followed (eg. directions for a drive-in event, social distancing arrows, etc.)
- Have clear signage communicating expectations (eg. masks required, sanitation, social distancing).
- Ensure you have volunteers to manage traffic flow and man all necessary stations/games/activities.
- Communicate what families can expect at your event in multiple ways on the day of and leading up to the event (eg. video message, texts, social media, emails)
- Connect with volunteers responsible for cleaning during the event to ensure they clearly understand what's required.
- Provide sufficient PPE (masks and gloves if needed), sanitizer, and cleaning supplies!
- Cover your event in lots of prayer!