



St. Timothy's Church

Church Event Planning Checklist

Questions for Responsible Party			
Requestor's Name			
Requestor's Phone			
Requestor's Email			
Event Name			
Type of Event	<input type="checkbox"/> Outreach to: <input type="checkbox"/> Fundraiser for: <input type="checkbox"/> Class / Teaching for: <input type="checkbox"/> Fellowship for: <input type="checkbox"/> Other:		
Proposed Date		Proposed Time (Start to End)	
Alternate Date(s)		Alternate Time(s)	
Priest Required / Desired?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Full Eucharist Service?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Location Request	<input type="checkbox"/> St. Timothy's @ Cane Bay <input type="checkbox"/> Other:		
Estimated Attendance?			
Guest Speaker(s) / Guest Clergy?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, whom?		
Total Budget for Event	\$ Include: \$350 if at Cane Bay other than between 3:00pm-5:00pm Saturday, nursery workers (min 2 @ \$15/hour for min 2 hrs), speaker pay, musicians pay, food costs, materials, advertising, etc. Do Not Include: Anything that is paid for by a fee for attendees.		
Anticipated Funding from Church?	\$		
If a Fundraiser, how are funds being handled?	Is St. Timothy's presence required to receive/deposit funds? <input type="checkbox"/> Yes <input type="checkbox"/> No Additional Info about Disbursement:		



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Is there a Fee or Money Collected by Attendees for this Event?	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: Reason(s) (e.g., Course Booklet, Offset Food Costs, Pay Speaker, etc.): Note that Amount may be slightly adjusted by Staff to Offset Online Fees.
Registration Required? (Required if any money collected from attendees other than at event donations)	<input type="checkbox"/> Yes <input type="checkbox"/> No Details (type, pages, number of copies, etc.): Registration Manager for Event Name: (who receives Registration Details) Registration Manager's Email:
Music?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Provided by Event? <input type="checkbox"/> Requesting St. Timothy's assistance?
Nursery?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Serving Food?	<input type="checkbox"/> Yes <input type="checkbox"/> No Type of Food (be specific): How Provided:
Decorations?	<input type="checkbox"/> Yes <input type="checkbox"/> No Note: Please do not count on church staff for this unless coordinated with them.
Setup Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No Details:
Priest Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No Reason:
Communion Desired?	<input type="checkbox"/> Yes <input type="checkbox"/> No Is Priest Desired to Bless on Site? <input type="checkbox"/> Yes <input type="checkbox"/> No For How Many?



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Questions for Responsible Party	
Audio / Visual Required?	<input type="checkbox"/> TV <input type="checkbox"/> DVD <input type="checkbox"/> Projector / Screens Manned by A/V Personnel <input type="checkbox"/> Projector / Screens Developed by A/V Personnel <input type="checkbox"/> Video on Projector / Screens Manned by A/V Personnel (May not be available in all possible locations)
Bulletins or Handouts Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No Details (type, pages, number of copies, etc.): (Fee may be applicable at \$0.10 / page – Staff will advise)
Communion Desired?	<input type="checkbox"/> Yes <input type="checkbox"/> No Is Celebrant Desired to Bless on Site? <input type="checkbox"/> Yes <input type="checkbox"/> No For How Many?
Advertising Requests	<input type="checkbox"/> Website <input type="checkbox"/> Announcements <input type="checkbox"/> Newsletter <input type="checkbox"/> Signage <input type="checkbox"/> Church Center <input type="checkbox"/> Diocese



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St. Timothy's Review		
Staff Review Date	<input type="checkbox"/>	
Does this Meet Rector's Approval	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No If No, who is sending response to requesting party?
Is Vestry Approval Required for Funding?	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, is there time to put on agenda or is email request required? <input type="checkbox"/> Agenda <input type="checkbox"/> Special Request Parish Admin will either put on Agenda or send email with special request
Event Date Conflict Check	<input type="checkbox"/>	<input type="checkbox"/> No Conflict <input type="checkbox"/> Conflict If Conflict, Parish Admin will send email on date conflict issue to requesting party.
St. Timothy's Responsible Parties Checklist If Approved		
Church Opening	<input type="checkbox"/>	Time: Opener: (Ensure opening time factors in requirement for AC or heating time)
Church POCs	<input type="checkbox"/>	Clergy POC: Staff POC:
Service Priests	<input type="checkbox"/>	Officiant(s): Celebrant:
LEMs	<input type="checkbox"/>	Coordinator: LEMs:
Readings Preparation	<input type="checkbox"/>	Preparer:
Bulletin Preparation	<input type="checkbox"/>	Preparer: Picture Requested:



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St. Timothy's Review		
Music (by St. Timothy's)	<input type="checkbox"/>	Leader: Singers: Musicians:
Audio/ Visual	<input type="checkbox"/>	Preparation: Setup / Run / Teardown:
Bulletins or Handouts	<input type="checkbox"/>	Preparer:
Registration	<input type="checkbox"/>	
Altar Guild Coordination	<input type="checkbox"/>	
Advertising	<input type="checkbox"/>	<input type="checkbox"/> Website <input type="checkbox"/> Announcements <input type="checkbox"/> Newsletter
Nursery Workers	<input type="checkbox"/>	
Hospitality Coordinator	<input type="checkbox"/>	
Setup Coordinator	<input type="checkbox"/>	
Other	<input type="checkbox"/>	