

# EVENT PLANNING: WEEK-OF CHECKLISTS

## OUTREACH STAFF/COORDINATOR

In your event preparation, have you...

- Secured a Host for each event?
- Provided your Campus Pastor with information for host highlights the Sunday prior (if applicable)?
- Communicated the event details to your campus leadership?
- Assisted your Liaison/Host with procuring resources for event?
- Assisted your Liaison/Host with transportation of materials/tools to the event (and come up with a return plan)?
- Assisted your Liaison/Host with volunteer recruitment, collaborating with your Staff Rep?
  - Have you helped your Staff Rep assign eTeams to "own" events?
  - Have you helped your Staff Rep assign eGroups to "own" events?

## OUTREACH LIAISON (AND HOST)

In your event preparation, have you...

- Procured resources (storage, purchase/reimbursement or church credit card)?
- Requested transportation of the resources/tools (from the Transportation Team) as necessary?
- Checked in and verified event info with your partner (the week prior)?
- Reached out to your family/friend groups to help at your event(s)?
- Communicated with your Outreach Staff/Coordinator as to how they can support you?
- Picked up Event Essentials from your Outreach Staff/Coordinator or campus storage?
- Event Essentials include:
  - Outreach t-shirts (one per NEW volunteer)
  - LOVE Week signs and H-stands (one or two per organization)
  - Event Check-In Sheet (one per event)
  - Name tags (one per volunteer)
  - Sharpie markers (two per event)
  - Church invites (business card/campus specific - as applicable)
- Emailed your volunteers one or two days prior to your event with details?