



# ORUMC EVENT PLANNING GUIDE

Event Title/Description:

Event Date:  Time:  OK'd on Church Calendar?

Chairperson:  Phone:  Committee:

## COMMUNITY NEEDS:

Who are you reaching out to?

How will the church message be heard?

## WHAT HELP FROM ORUMC MEMBERS IS NEEDED:

- AV requirements (DVD – TV – SCREENS in Sanctuary - etc.)
- Host/MC (to give opening/closing remarks – info about O/R – Prayer – etc.)
- Bilingual consideration
- Photographer
- Child care
- Set up/clean up staff
- Kitchen staff

## PUBLICITY:

	Members	Non-Members		Members	Non-Members
Church Bulletin	<input type="checkbox"/>	<input type="checkbox"/>	Sunday School Handout	<input type="checkbox"/>	<input type="checkbox"/>
Worship Announcements	<input type="checkbox"/>	<input type="checkbox"/>	ORUMC Newsletter	<input type="checkbox"/>	<input type="checkbox"/>
Website	<input type="checkbox"/>	<input type="checkbox"/>	Church Sign	<input type="checkbox"/>	<input type="checkbox"/>
Greeters	<input type="checkbox"/>	<input type="checkbox"/>	E-mail	<input type="checkbox"/>	<input type="checkbox"/>
Newspapers	<input type="checkbox"/>	<input type="checkbox"/>	Store Bulletin Boards	<input type="checkbox"/>	<input type="checkbox"/>
College Bulletin Boards	<input type="checkbox"/>	<input type="checkbox"/>	Other (be specific)	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="text"/>		

## REGISTRATION:

- Create a form to collect Names, addresses, phone #'s, e-mail addresses
- Survey questions appropriate to the event.

## FOLLOW UP OF VISITORS:

- Send pictures or/and Thank You notes to visitors.
- Give visitor information to Church office.

## POST EVALUATION:

- How Many Attended?  How Many Visitors?
- What Went Well?
- What suggestions would you give for the next person that organizes a similar event?