



UBC Event Collaboration Form

Ministry Hosting Event: _____

Servant Leader: _____

Event Approval Received: _____

Date(s) of Event: _____

Location of Event: _____

UBC Event Coordinator Required: YES ____ NO ____

Requests: Support and Assistance in Ministry

Ministry Name: _____

Servant Leader: _____

Support / Assistance Needed:

Response needed by: _____

Requestor: _____

Submitted: _____

Event Checklist Pre-Work

Ministry Name: _____

Servant Leader: _____

Purpose of Event: _____

Ministry Approver(s): _____

Review Date: _____

Objectives			
	Yes	No	Comments
Have event objectives been defined and are they clear?			
Organization			
	Yes	No	Comments
Has the event been approved (purpose/deliverables)?			
Has an Event Leader been identified?			
Has a Finance Contact been identified?			
Has Core Team been identified?			
Event Definition			
	Yes	No	Comments
Has the Event been prioritized with the others of the ministry?			
Have Event Requirements been completed and approved?			
Has Success Criteria been established for each Deliverable?			
How will you deliver the Event? (online, media, live, another venue)			
Risk			
	Yes	No	Comments
Has Risk been assessed and contingencies identified?			
In-Scope			
	Yes	No	Comments
Have resource ministries and materials/supplies been identified?			

Event Checklist Pre-Work, Continued

Have ministry policies and processes impacted by the event been identified?			
Constraint			
	Yes	No	Comments
Has the Event Budget been approved?			
Have interdependencies between other events been identified?			
Event Estimates			
Budget			
# of Resources			

Approvals

Event for: _____ __/__/__

Event Leader: _____ __/__/__

Event Servant Leader: _____ __/__/__

Event Asst. Servant Leader: _____ __/__/__

Approver: _____ __/__/__

Approver: _____ __/__/__

Event Initiation Checklist, Continued

Event Phase	Action Items to Be Completed	Assigned To	Update Due
Initiation	1. What is the event? (complete first portion of checklist above)		
Must be completed and turned into Ministry	2. Does it conflict with anything else on the standard church calendar?		
Operations 12 months before Event moves forward	3. What outside resources will be required? (Advertisers, Ministries, Speakers, Hotels, Airlines, Vehicles, Retail Outlets, Restaurants)		
<u>12 months and 6 months prior to event</u>	4. Is the event open to all people? More helpful for existing church members? Best for newer Christians?		
	5. Where will this event take place?		
	6. What is the goal of this event? Does it line up with the vision of the house?		
	7. What ministry does this event best fit? (may be your idea but you do not own the event)		
	8. How many people are expected to come?		
	9. How much will it cost? Overall? Per Person?		
	10. Who should one contact for information? Is this person under the assistance of a church ministry leader or mobilizer?		
	11. Is driving involved? Provisions? Medical and Liability Release Forms?		
Six Weeks Out	1. Main details set, Proposed and approved idea to Ministry and Counsel, Talked with office staff for ideas and work on promotion		
<u>6 weeks to 1 week prior to event</u>			
Report due to Ministry			
Operations every three weeks prior to Event			

Event Initiation Checklist, Continued

Event Phase	Action Items to Be Completed	Assigned To	Update Due
<u>Five Weeks Out</u>	1. Promotional materials out. Announced in the bulletin. Adult/Ministry leader overseeing the event.		
	2. Planning and Promotion: Who will/have you contacted for the approval of this event?		
	3. Theme, Purpose, Bible Verse,		
	4. Contact		
	5. Who will/have you consulted for promotional ideas?		
	6. Have sign-up sheets been created?		
	7. Has the event been placed in the bulletin to announce?		
	8. Has registration been made?		
	9. Is money needed for the event?		
	10. What materials do I need for the event?		
	11. Will it provide refreshments?		
<u>Four Weeks Out</u>	Sign-up sheets out for the event with a set date, time, cost, forms.		
<u>Three Weeks Out</u>	All reservations made for the event (rooms, restaurants, location, etc.)		
<u>Two Weeks Out</u>	All Registration items due. All materials procured and ready		
<u>One Week Out</u>	Collect information about the participant on a packet in case of emergency if needed		

Event Initiation Checklist, Continued

Event Phase	Action Items to Be Completed	Assigned To	Update Due
<u>Event Day</u>	1. All emergency contact information is taken with the leaders.		
	2. Quick List Event Review		
Event Review due no more than 10 days post event to Ministry Operations	3. Your Name: Contact Information (phone numbers, email) Recent Church Involvement Event:		
	4. Name		
	5. Date		
	6. Location		
	7. Number of People Expected and Attended:		
	8. Target Group		
	9. Goal		
	10. Immediate Effect (on those who attended/church congregations)		
	11. What new opportunities will be present as a result of this event?		
	12. Which ministry best fits the event?		