

SPECIAL EVENTS AT THALIA CHECKLIST
(This form does not apply to weddings and funerals.)

Event Name: _____

Event Date & Time: _____

Expected Attendance: _____

Purpose of Event: (brief description)

Does it relate to Thalia's mission/vision? How so?

Planning Team: _____

Church Staff Liaison: _____

Reservations: Contact Michelle McKinney Monday – Wednesday to reserve (admin@thaliaumc.org)

_____ Requested space at church for event and all pre-event meetings

_____ Reserved guest speaker

_____ Do you need the nursery or any child care?

Volunteers

_____ Recruitment: How many volunteers are needed: _____

Responsibilities of volunteers _____

_____ Rehearsals or meeting dates & times set – when? _____

_____ Deadlines set

_____ Do you have a CPR trained individual attending the event?

Budget

_____ Budget set and approved by committee & staff liaison

_____ Does the budget need to be approved by the Finance Committee

_____ Copy of approved budget sent to staff liaison

_____ Approximate cost

Media – contact Jeri Burtchell (jburtchell@hotmail.com)

_____ Did you request a Sound person?

_____ Did you request a Media person?

Equipment needed: _____

[Type here]

Publicity – contact (www.thaliaumc.org) and use the website to reserve the space or contact (admin@thaliaumc.org) to reserve the space

- Connection listing, Facebook listing, or announcement sent to Michelle McKinney
- Posters or banner. Approved locations for signage (ask Trustees) Approved Tape for posters.
- Event publicity on table outside the Sanctuary.
- City approval for outside banners.
- Follow up after event, pictures, thank you cards, emails to participants

Set Up – contact Bob Holdren (sexton@thaliaumc.org)

- Do you know how to turn on the lights?
- Tables/chairs reserved
- Decor non-flammable, not blocking exits
- Signage & decorations using approved tape
- Does the grass need to be cut

Event Safety – contact Michelle McKinney (admin@thaliaumc.org)

- Person directing traffic
- Locked doors, access
- Will you use any equipment that heats up or creates fire/flame other than what is in the kitchen?

Kitchen – contact Michelle McKinney (admin@thaliaumc.org)

- Trained person responsible: Name: _____ Phone #: _____
- Purchase supplies prior to event
- Items left afterwards are labeled in fridge/freezer/pantry: follow directions on kitchen frig & freezer
- Trash taken to dumpster?
- All dishes & towels washed and put away dry & clean, dishes cleaned & put away, dishwasher turned off, drain filter removed and cleaned
- Dishwasher hood/exhaust fan turned off
- Dishwashing sink cleaned and garbage disposal run
- All cooking utensils cleaned and returned to proper storage area
- All countertops cleaned
- Ovens and burners turned off and cleaned
- Floors swept and mopped
- Mop bucket emptied & mop rinsed and hung in holder

Photos – contact Michelle McKinney (admin@thaliaumc.org)

- Do you have a photographer for the event?
- Do you have Group or Individual Media Waivers?
- After event, please send all photos with Waivers to Michelle McKinney

Potential Problems & Solutions:

[Type here]

Take Down

- _____ Final clean up – trash to dumpster, sweep area, final walk through
- _____ Items returned to proper areas clean including towels
- _____ Tables, chairs, etc. all put away properly
- _____ Lights out and all doors locked
- _____ Sweep and mop floors (kitchen & event area)
- _____ Sign-off by staff liaison within 24 hours of event's end

After Event

How will event be evaluated?

- _____ Event planning documentation turned into staff liaison
- _____ Follow up/reporting to congregation?
- _____ Have you sent Thank You notes?
- _____ Self evaluation
- _____ How does this event connect with a future event on the calendar?

[Type here]