



ST. LUKE CHURCH OF GOD IN CHRIST
 307 Sunflower Street Moorhead, Mississippi
 Elder Ezra D. Howard, Pastor

EVENT/ACTIVITY CHECKLIST

Name of Event/Activity _____
 Date(s) _____
 Time _____
 Specific Location _____
 Coordinator(s) _____

The following form should be completed for every event or activity.

Description	Persons Responsible	Due Dates	Status
Approvals/Permissions <i>(All events/activities must be in alignment with church policy and beliefs and approved by the pastor and/or designated leaders. If the event is on the church calendar, it has already been approved.)</i>			
Approved by the pastor and/or designated leaders.	Pastor Ezra Howard		<input type="checkbox"/> Pending <input type="checkbox"/> In progress <input type="checkbox"/> Complete
Transportation <input type="checkbox"/> Applicable <input type="checkbox"/> Not-Applicable <i>Vans, Van Drivers, Buses, etc.</i>			
1. Acquire Vans (Number of vans needed: _____) 2. Properly inform van drivers 3. Acquire Bus(es) if needed <i>Other Details:</i>	Eld. Perry Washington Eld. Perry Washington Deacon Joseph Howard		<input type="checkbox"/> Pending <input type="checkbox"/> In progress <input type="checkbox"/> Complete

Finance <input type="checkbox"/> Applicable <input type="checkbox"/> Not-Applicable		
1. Assess registration, ticket or other fee (Fee amount(s): _____) 2. Submit monies to finance department 3. Determine offering amount(s) (Requested amount(s): _____) 4. Obtain clearance for all expenditures/reimbursements 5. Secure honorariums <i>Other Details:</i>	Coordinator Coord./Finance Dept. Coord./Finance Dept. Coord./ Joe Howard Coord./ Joe Howard	<input type="checkbox"/> Pending <input type="checkbox"/> In progress <input type="checkbox"/> Complete
Media <input type="checkbox"/> Applicable <input type="checkbox"/> Not-Applicable		
1. Videography 2. Photography 3. Powerpoint/Video 4. DVD or CD Recording 5. Live Stream <i>Other Details:</i>	John Stevenson Alvin Webb, Jr. Brittany Manuel Brittany Manuel Alvin Webb, Jr.	<input type="checkbox"/> Pending <input type="checkbox"/> In progress <input type="checkbox"/> Complete
Ushers/Greeters <input type="checkbox"/> Applicable <input type="checkbox"/> Not-Applicable		
1. Inform ushers 2. Inform greeters 3. Inform parking attendants if needed 4. Inform security if needed <i>Other Details:</i>	Brenda Johnson Judy Trader Perry Washington Perry Washington	<input type="checkbox"/> Pending <input type="checkbox"/> In progress <input type="checkbox"/> Complete
Music <input type="checkbox"/> Applicable <input type="checkbox"/> Not-Applicable <i>Musicians, CD or other music media</i>		
1. Inform musicians 2. Acquire music from CD or other media <i>Other Details:</i>	Travis Walls Brittany Manuel	<input type="checkbox"/> Pending <input type="checkbox"/> In progress <input type="checkbox"/> Complete

Food <input type="checkbox"/> Applicable <input type="checkbox"/> Not-Applicable		
1. Inform cooks 2. Inform servers 3. Menu 4. Notify restaurant if needed 5. Catering if needed <i>Other Details:</i>	Jamie Washington Diana Washington	<input type="checkbox"/> Pending <input type="checkbox"/> In progress <input type="checkbox"/> Complete
Room Arrangement <input type="checkbox"/> Applicable <input type="checkbox"/> Not-Applicable		
1. Chairs & Table arrangement 2. Stage setup 3. Decorations 4. Podium placement <i>Other Details:</i>	Tracey Webb Tracey Webb or Perry Washington Margaret Bush	<input type="checkbox"/> Pending <input type="checkbox"/> In progress <input type="checkbox"/> Complete
Public Relations <input type="checkbox"/> Applicable <input type="checkbox"/> Not-Applicable		
1. In-service announcements 2. Radio 3. Newspaper 4. Flyers 5. Website 6. Social Media 7. Video presentation <i>Other Details:</i>	Diana Washington Alvin Webb, Jr. Joshua Howard	<input type="checkbox"/> Pending <input type="checkbox"/> In progress <input type="checkbox"/> Complete
Sound <input type="checkbox"/> Applicable <input type="checkbox"/> Not-Applicable <i>Microphones, etc.</i>		
1. Microphones (number of mics needed: _____) 2. Sound check <i>Other Details:</i>	Keziah Allen	<input type="checkbox"/> Pending <input type="checkbox"/> In progress <input type="checkbox"/> Complete

Event Participants <input type="checkbox"/> Applicable <input type="checkbox"/> Not-Applicable			
1. Notify all participants <i>Other Details:</i>	Coordinator		<input type="checkbox"/> Pending <input type="checkbox"/> In progress <input type="checkbox"/> Complete
Off-Campus Location <input type="checkbox"/> Applicable <input type="checkbox"/> Not-Applicable <i>Properly notify venue, secure tickets, etc.</i>			
1. Notify/reserve venue 2. Secure tickets 3. Obtain address/directions <i>Other Details:</i>	Coordinator		<input type="checkbox"/> Pending <input type="checkbox"/> In progress <input type="checkbox"/> Complete
Prayer			
1. Prayer focus 2. Fasting if desired <i>Other Details:</i>			<input type="checkbox"/> Pending <input type="checkbox"/> In progress <input type="checkbox"/> Complete
Other			

Instructions

1. The coordinator of the event must place a check in all applicable areas.
2. A copy of the form must be given to all responsible persons.
3. Using adequate communication, the responsible persons for the area must ensure that all needed items are completed.
4. When all items are complete, please submit a copy of this form to the Secretary's office along with an attached program/agenda.