

EVENT/PROJECT PLANNER

THE VINEYARD CHURCH OF HOUSTON

Jill/Kelly _____

On Calendar _____

PROJECT NAME:

DATE:

TIME:

1 PROJECT DETAILS

Ministry:

Leader:

Admin:

Location:

Attendance:

Emergency Phone:

Does this event require registration?

2 PURPOSE & PLANS

Why are we doing this? What needs are we trying to meet?

What are your ideas?

Who is your audience? Who do you want to reach?

Which part(s) of Vineyard mission will this project fulfill or what values does it uphold?

What type of team will you assemble for this project? (you should have at least one person)

How will this help people grow?

3 GOAL(S)

To be successful, this project must: (explain goal in specific and measurable terms).

4

LOGISTICS

	Check All Needed From Facilities/Admin	Leader's Responsibilities
FACILITY	Room (s): Room set-up requested by (date & time): Notes:	Provide a room set-up diagram with equipment needs (marker board, podium etc)
AUDIO VISUAL	DVD Projector Speaker Microphones # Instruments: Tech Support requested at _____ am/pm. Will you use a laptop? _____ What kind?	If you need worship for your event, please contact Jessica Lewis.
PROMOTION	Registration Webvine Bulletin Insert Posters Brochure Banner Newspaper Other:	Contact Beth Hoover to discuss promotions

We provide the following additional support for all-church events that require registration. However, these items may also be available for other events based on availability. Please contact Jill Lively to discuss this option.

OFFICE	Nametags Materials Invitations Attendance Sheets Other:	Class materials need 3 weeks to proof and print
CHILDCARE	We need childcare for this event for ages: This event will have a meal for adults	
FOOD	Snacks Catering Other:	
DÉCOR	Tablecloths Centerpieces Candles	Other décor you may want to provide:
PERSONNEL	Host/hostess – admin will do basic set up and coffee.	Others you may need to recruit: Food Prep Planning Team Extra Set-up Clean-up

If anything changes once you submit an EP, please contact the administrative assistant. If you need something on the day of the event, contact Facilities Supervisor, Kelly Grace at 832.435.2650 or kelly@houstonvineyard.org.

5 EVALUATION

Evaluate the logistics - facilities, people, food service etc. What went well and what didn't work?

Evaluate the response. Did this achieve the stated purpose and goals?

Next Time: Recommendations, suggestions, or thoughts to improve this type of project

Event Planner - Action Steps

This is a tool to help you organize the tasks for your events. You do not need to turn this in to the church.

PROJECT NAME:

LEADER:

GOAL:

MAJOR ACTION STEPS/ AREAS OF RESPONSIBILITY	PERSON RESPONSIBLE	TARGET DATE	DATE COMPLETED