

BLOCKPARTY SERVICES

Event Checklist

Event:	Event Date:	Event Leader:	Total Pages _____
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Task	Task Assigned To:	Task Completion Date:	Notes:
Initial Meeting to discuss event.			
Event Date Secured			
Event approved and discussed with necessary personnel			
Goal of Event (Purpose of event)			
Attendance Goal (How many people we want to attend)			
Monetary Goal (How much money we want to raise)			
Venue Secured			
Venue Deposit Given			
Flyer/Postcard created			
Flyer/Postcard review by			
Labels for other guest created - create list for follow-up			
Follow up regarding event to other churches. Indicate on list guest response Y/N			
Flyer/Postcard Distributed			
Volunteers identified for event (Create list)			
Volunteers contacted Put this column on the original volunteer list			

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Vendor List Created Create a list of vendors that you will need for the event			
Vendors contacted Put this as a column on the list			
Debriefing meeting to discuss event: Was it a success? What went wrong? Etc.			

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