

Event Planning Tool

Tioga United Methodist Church

Name of Event _____ Target #of Participants _____

Date of Event _____ Planning Group _____

Site of Event _____

Rain Date? _____

Contact Person for Event _____ Phone _____

Childcare needed? (Contact Linda Waldrop) How many? _____ Age Range _____

Approval from Ad Council and Finance (six weeks before event) Date Approved and Calendared _____

Projected cost for event \$ _____ Cost secured through: Budget _____

- Is there a charge for event?
- Advanced registration or commitment?
- Deadline for registration? Discount for early registration?

Donation _____

Fundraiser _____

Event is fundraiser _____

Persons responsible for set up _____ phone _____

Event Set Up (rooms and equipment) _____

Supplies for event _____

Persons responsible for clean up _____ phone _____

ADVERTISING IS ESSENTIAL!

For best results contact these people **six weeks** before event. Approval and calendaring should be done prior to advertising.

Contact:

Bulletin, Rebecca Grogan
Facebook, Amanda Evans
Website, LeaAnne DeVega
Newspapers in Pilot Point and Collinsville
Posters/Flyers for businesses and school