**(Insert Church Graphic/Logo)**

**(Major Event Title)**

**(Event Title) Notebook Sections:**

* **Overall Information**
* **Budget**
* **Food**
* **Program**
* **Promotion**
* **Schedule**
* **Timeline**
* **Post Event Evaluation**

**(Event Clipart Cover)**

**OVERALL INFORMATION**

***(Name of) Church***

*(Name of) Notebook*

Name of Event:

Date/time of event:

Location of event:

Purpose of event:

Targeted groups:

Space needed:

Staff liaison: Contact info:

Co-coord: Contact info:

Co-coord: Contact info:

Publicity coord: Contact info:

Decorations coord: Contact info:

Meal coord: Contact info:

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Activities coord: Contact info:

Clean-up coord: Contact info:

Equipment coord: Contact info:

Supply coord: Contact info:

Other volunteer(s): Contact info:

**BUDGET**

***(Name of) Church***

*(Name of) Notebook*

Name of Event:

Amount budgeted:

Budget Manager:

Is there a fee? Amount:

**Breakdown of expenses: Projected Actual**

Food \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Program \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Supplies \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Promotions \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Vendors \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

*TOTAL EXPENSES* \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

**Income**

Fees from participants \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Funds from budget \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

*TOTAL INCOME* \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Total Income \_\_\_\_\_\_\_\_

- total expenses \_\_\_\_\_\_\_\_

Profit/loss \_\_\_\_\_\_\_\_

**\*\* Add to notebook**

1. Copy of church’s tax-exempt form for volunteers to purchase needed supplies
2. Copy of church’s reimbursement form & procedures needed to turn in receipts

**FOOD**

***(Name of) Church***

*(Name of) Notebook*

Food Coordinator: Contact information:

What Specifics Who

* Meal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Drinks \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Plates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Napkins \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Cups \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Plastic ware \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Bowls \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For how many people?

Time food is to be delivered:

Location for delivery:

Who is setting up food?

Who is serving food?

Who is cleaning up food?

Who is writing thank-you’s?

Thank-you’s mailed by:

Other notes:

**PROGRAM**

***(Name of) Church***

*(Name of) Notebook*

Coordinator of program:

Location of program:

Equipment needs:

Who will set up equipment:

How/where is set up:

(attach a diagram)

Who will return equipment:

Supply needs:

Who will collect supplies:

Who will collect food:

When/where do supplies go:

Who will clean up supplies:

Where do leftovers go:

Other needs for program:

Who will send thank-you’s:

**PROMOTIONS**

***(Name of) Church***

*(Name of) Notebook*

Coordinator: Contact info:

Information necessary to promote event:

What

Who

Where

When (date & time)

Cost

How

Purpose

Contact person for more information

Special artwork

Ways in which event should be promoted: (please check all that apply)

* Email
* Church newsletter
* Mailings
* Website (church)
* Social Media
* Phone calls to parishioners
* Announcements during Sunday School classes
* Announcements made by the clergy during worship service
* Announcements - other
* Newspaper ad (if so, which paper)
* Flyers around church
* Flyer at the schools
* Flyers around community (if so, designate where)
* Other:

Date in which promotions should begin:

Date in which promotions should end:

Specific dates for:

Deadline for ad in the newspaper:

When mailings go out:

When information should be posted on the web:

When emails should be sent:   
 Deadline for information to go into church newsletter:

Phone calls should be made:

Announcements should be made:

Flyers should go up:

Date to follow up with Communications Coordinator:

**SCHEDULE OF THE EVENT**

***(Name of) Church***

*(Name of) Notebook*

**Example: (Event)**

**(Time Frame)**

|  |  |  |
| --- | --- | --- |
| **TIME WHAT & WHERE WHO** | | |
| 8:00 am |  |  |
| 8:30 |  |  |
| 9:00 |  |  |
| 9:30 |  |  |
| 10:00 |  |  |
| 10:30 |  |  |
| 11:00 |  |  |
| 11:30 |  |  |
| Noon |  |  |
| 12:30  1:00  1:30  2:00  2:30  3:00 |  |  |

**TIMELINE**

***(Name of) Church***

*(Name of) Notebook*

4 months before event:

* Evaluate feedback from the last (name of event)
* Recruit Event Coordinator

3 months before the event:

* Determine how food will be provided
* Determine what sort of activities/entertainment will be included.

2 months before the event:

* Share “Save the Date” info with parishioners
* Begin recruiting volunteers to do set up, prepare/serve meal, decorate, help with activities, etc.

1 month before the event:

* Begin promotion in the surrounding community, including the school
* Finalize menu
* Finalize activities/entertainment

3 weeks before the event:

* Ramp up promotions in the church, school, and community
* Collect supplies for activities

2 weeks before the event:

* Project attendance, adjust seating plans, shopping lists, etc.

1 week before the event:

* Send reminder emails to all volunteers, making sure they are familiar with all their responsibilities

3 days before the event:

* Purchase the last of the supplies

The week after the event:

* Survey goes out
* Send out thank you notes
* Update the Notebook

**POST-EVENT**

***(Name of) Church***

*(Name of) Notebook*

*(*To be filled out and turned into the Event Coordinator and Parish Administrator)

Name of Event:

Attendance:

# of Family Units:

# of Volunteers:

What were the goals or purpose of the event and how were they met?

What worked well?

What did not work well?

What would have been more helpful in knowing as the coordinator that will be helpful for the following coordinator to know?

What needs to be done differently next time?

Your name and contact information: