

*Worksheet  
for  
Event Planning*

by  
Marilyn Babianco

***SPEAKER***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***PROGRAM COORDINATORS***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

***MUSIC***

Song Director: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Pianist: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Organist: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

***MISSION APPEAL***

Presenter: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Objective and additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GREETERS**

Chairperson: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_

*Special instructions and notes:*

**USHERS**

Chairperson: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_

*Special instructions and notes:*

**SABBATH SCHOOL DIVISION PROVIDER**

Cradle Roll: \_\_\_\_\_  
 Primary: \_\_\_\_\_  
 Adult Class for Men: \_\_\_\_\_

Kindergarten: \_\_\_\_\_  
 Junior: \_\_\_\_\_  
 Youth: \_\_\_\_\_

**REGISTRATION**

Chairperson: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Assistant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name Tags: \_\_\_\_\_ Computerized Master List: \_\_\_\_\_ Confirmation of Registration: \_\_\_\_\_

Registration Policies: \_\_\_\_\_  
\_\_\_\_\_

**ADVERTISING**

Chairperson: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Brochure \_\_\_\_\_ Posters \_\_\_\_\_ Mailing \_\_\_\_\_ Newspaper \_\_\_\_\_ Family Life Radio \_\_\_\_\_  
Lake Union Herald \_\_\_\_\_ Conference Mailgram \_\_\_\_\_ Church Newsletter \_\_\_\_\_

**PRINTING**

Chairperson: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Church bulletins \_\_\_\_\_ Inserts \_\_\_\_\_ Folders \_\_\_\_\_ Meal Tickets \_\_\_\_\_ Application Blanks \_\_\_\_\_  
Posters \_\_\_\_\_ Misc. \_\_\_\_\_

## **CORRESPONDENCE**

Chairperson: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Letters to mailing list \_\_\_\_\_ Letters to Women's Ministries Reps \_\_\_\_\_  
Letters to Women's Ministries Committee (Conf.) \_\_\_\_\_ Letters to churches/pastors \_\_\_\_\_

## **CHILD CARE**

Chairperson: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Helper: \_\_\_\_\_ Phone: \_\_\_\_\_  
Helper: \_\_\_\_\_ Phone: \_\_\_\_\_

Special Preparations/Meals etc. \_\_\_\_\_

## **BULLETIN BOARD**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

## **ACCOMMODATIONS**

Chairperson: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

## **RESTROOM CARE**

Chairperson: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Helper: \_\_\_\_\_ Phone: \_\_\_\_\_  
Helper: \_\_\_\_\_ Phone: \_\_\_\_\_

*Responsibilities: Maintain supplies — replace toilet tissue, paper towels, soap, empty wastebaskets in church and school restrooms. Place signs on men's restrooms.*

**PREPARATION OF GYM**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**SET UP CREW**

Chairperson:	_____	Phone:	_____
Name:	_____	Phone:	_____
Name:	_____	Phone:	_____
Name:	_____	Phone:	_____
Name:	_____	Phone:	_____
Name:	_____	Phone:	_____

**CLEAN UP CREW**

Chairperson:	_____	Phone:	_____
Name:	_____	Phone:	_____
Name:	_____	Phone:	_____
Name:	_____	Phone:	_____
Name:	_____	Phone:	_____
Name:	_____	Phone:	_____

**DECORATING**

Chairperson: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Assistants:

Name:	_____	Phone:	_____
Name:	_____	Phone:	_____
Name:	_____	Phone:	_____
Name:	_____	Phone:	_____

**MISCELLANEOUS**

Alter Flowers: \_\_\_\_\_ Flowers for Guests: \_\_\_\_\_  
Signing for hearing impaired: \_\_\_\_\_  
Future Speaker: \_\_\_\_\_

**PUBLIC ADDRESS**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**BUDGET**

INCOME

Application Fees: \_\_\_\_\_  
Private Donations: \_\_\_\_\_  
Church Offering: \_\_\_\_\_  
Other sources: \_\_\_\_\_

EXPENSES

Speaker: \_\_\_\_\_  
Motel: \_\_\_\_\_  
Air Fare: \_\_\_\_\_  
Honorarium: \_\_\_\_\_  
Musicians: \_\_\_\_\_  
Motel: \_\_\_\_\_  
Mission Speaker: \_\_\_\_\_  
Motel: \_\_\_\_\_  
Mileage: \_\_\_\_\_  
Printing: \_\_\_\_\_  
Mailing: \_\_\_\_\_  
Flowers: \_\_\_\_\_  
Advertising: \_\_\_\_\_  
Caterer: \_\_\_\_\_  
Mileage: \_\_\_\_\_  
Motel: \_\_\_\_\_  
Meal expense/supplies: \_\_\_\_\_  
Honorarium: \_\_\_\_\_  
Child Care: \_\_\_\_\_  
Misc. Expenses: \_\_\_\_\_

**FOOD SERVICES**

Caterer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

HELPERS FOR FRIDAY PREPARATION

Name: _____	Phone: _____
Name: _____	Phone: _____
Name: _____	Phone: _____
Name: _____	Phone: _____
Name: _____	Phone: _____
Name: _____	Phone: _____

Time to assist in preparation: \_\_\_\_\_

**HELPERS FOR SABBATH PREPARATION**

Name: _____	Phone: _____
Name: _____	Phone: _____
Name: _____	Phone: _____
Name: _____	Phone: _____
Name: _____	Phone: _____
Name: _____	Phone: _____

Time to assist in preparation: \_\_\_\_\_

**PUNCH/WATER SERVERS**

Name: _____	Phone: _____
Name: _____	Phone: _____
Name: _____	Phone: _____
Name: _____	Phone: _____
Name: _____	Phone: _____
Name: _____	Phone: _____

Time to assist in preparation: \_\_\_\_\_

**DINNER AND SNACK HOSTESSES**

Name: _____	Phone: _____
Name: _____	Phone: _____
Name: _____	Phone: _____
Name: _____	Phone: _____

**PERSONS TO SAY GRACE AT MEALS**

Name: _____	Phone: _____
Name: _____	Phone: _____

**MENU FOR NOON MEAL**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MENU FOR EVENING SNACK**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Miscellaneous supplies to provide for caterer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_