



Event Planning Checklist

Morialta Uniting Church is an active community. We are fortunate to have the opportunity to hold many significant events during the year. This Checklist is provided to Ministry Teams, Task Groups and individuals to assist in the planning of events.

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| 1 | What is the name of the event? | ☐ |
| 2 | What is the date and time of the event | ☐ |
| 3 | Check calendar for conflicting activity or events close in time | ☐ |
| 4 | Check with Church Council Secretary re Council approval for the event | ☐ |
| 5 | Will the event be held at Chapel Street? If No, go to 7 | ☐ |
| 6 | Book the space within the Chapel Street complex through the church office | ☐ |
| 7 | Contact Audio Visual Leadership team to ensure technical support is available. | ☐ |
| 8 | If alcohol will be served and admission charged: Apply for License through church office | ☐ |
| 9 | Arrange catering; appoint catering co-ordinator | ☐ |
| 10 | Arrange support personnel | |
| | Set up | ☐ |
| | Kitchen | ☐ |
| | Clean up | ☐ |
| | Closing security | ☐ |
| | Emergency Response Coordinator | ☐ |
| 10 | Contact the office and the Digital Presence Group re publicity | ☐ |
| 11 | Talk to the Co-Treasurer(s) about financial arrangements (float, card reader, etc) | ☐ |
| 12 | Arrangements on the Day | |
| | Open Courts for parking and lock afterwards | ☐ |
| | Put out 'P'arking Sign and replace afterwards | ☐ |
| | Put out Tear drop banners and replace afterwards | ☐ |

NOTE: A copy of the completed form should be supplied to the church office.