



CITY CHURCH
FOR ALL NATIONS

Events Checklist

Church-Sponsored Events on the Church Property & Outside in the Community (includes trips)

*This Form is to be Completed by the Area Administrator, Area Pastor, Team Leader, or Event Coordinator

- Event form completed including an official "name" for the event
- Event date placed on church calendar (approved by Administrative Secretary)
- Event space reserved (paperwork completed and approved via process outlined on form), including the need for space usage in preparation for the event (ex: rehearsals)
- Event transportation reserved (if necessary) including paperwork completed and approved via process outlined on form
- Event budget approved by Church Administrator, Financial Administrator, & Senior Pastors
 - Vendors contacted & contracts signed (copies must be given to Administrative Secretary at least one month prior to the event)
 - Speakers contacted after correspondence (letters, emails) approved by Administrative Secretary and/or Church Administrator
- Decision made for publication materials (brochures, handouts, Video Announcement)
 - Deadline set for creation of publication materials
 - Deadline set for distribution/promotion of publication materials
- Decision made about teams needed for event
 - Paperwork completed and APPROVED for necessary team involvement (Media, Sound, Lights)
 - Deadline set for contacting team leaders
 - Deadline set for gathering team member names/contact information
 - Deadline set for gathering additional volunteers
- Event (or program) decided and approved by Senior Pastors (and Area or Church Administrator, if appropriate)
- Use of sanctuary*, requires at least 75 participants, not including team members, to be pre-determined either through a formal sign-up or pre-registration process that can be verified. **The Worship Experience Director must approve all events that occur in the sanctuary, via a signed letter of approval. *The exceptions are OSM and any events/programs/trips organized by the senior pastors.**