

# Otterbein Church Event Planning Checklist

Name of Event \_\_\_\_\_

Your Name \_\_\_\_\_ Date of Event \_\_\_\_\_

E-mail \_\_\_\_\_ Day Phone \_\_\_\_\_

**NOTE: It is the responsibility of the event planner to contact the staff for assistance. Please give to the staff as early as possible in the planning process.**

## Promotion:

Checklist Item	Staff Contact	Date Completed/Notes
Bulletin Announcement	Judy Lapole	
Posters (See Poster Policy)	Use Online Form on church website	
Tickets	Denise Lancaster	
E-news	Denise Lancaster	
Pre-Service Slides	Denise Lancaster	
Web Site	Denise Lancaster	
Newspaper Ads	Denise Lancaster	
E-Invite	Denise Lancaster	
Program/Bulletin	Denise Lancaster	

## Registration:

Checklist Item	Staff Contact	Date Completed/Notes
Web	Denise Lancaster	
Church Office	Denise Lancaster	
Lobby Table (See Table Policy)	Use Online Form on church website	

## Financial:

Checklist Item	Staff Contact	Date Completed/Notes
Money Collection	Rick Duesler	
Special Purchases	Rick Duesler	

## Facilities

Checklist Item	Staff Contact	Date Completed/Notes
Tables	Greg Stoner	
Chairs	Greg Stoner	
Podium	Greg Stoner	
Special Requests	Greg Stoner	
Kitchen	Greg Stoner	
Layout	Greg Stoner	
Paper Products	Linda Etter	

## Music/Worship

Checklist Item	Staff Contact	Date Completed/Notes
Worship Leader/Musician	Dave Besecker	
Pre-Recorded Music	Dave Besecker	

## Technical Services:

Checklist Item	Staff Contact	Date Completed/Notes
Projector	Denise Lancaster	
Screen	Denise Lancaster	
DVD/CD Player	Denise Lancaster	
TV with DVD player	Denise Lancaster	
Video Camera/Digital Camera	Denise Lancaster	
Sound System	Dave Besecker	
Microphone	Dave Besecker	

## Staging and Props:

Checklist Item	Staff Contact	Date Completed/Notes
Platforms	Dave Besecker	
Stage Extensions	Dave Besecker	
Decorations/Props	Dave Besecker	
Special Lighting	Dave Besecker	

**Child Care:**

Checklist Item	Staff Contact	Date Completed/Notes
Child Care needed	Linda Etter	

**Additional Staff:**

Checklist Item	Staff Contact	Date Completed/Notes
Ushers	Dirk Small	
Greeters	Dirk Small	
Golf Cart	Dirk Small	