

The Way - Event Checklist

Task	Responsibility	Completed?	Remarks?
Admin and Planning			
Research and book catering			Friday Night Supper, Saturday Morning tea and Lunch
Event Plan creation (scheduling, teams responsible, milestones, team meetings)			
Coordinate event meetings and record actions			
Assign the following team roles (Host/Leader, Worship Leader & Team, Elective Facilitator, Elective Hosts, Catering Coordinator, Tech Leader & team and First Aid Attendant)			Elective Facilitator - to have oversight of program Elective Host - to introduce elective and lead discussion segments Catering Coordinator - for supper Friday night & morning tea Saturday to be provided by site (BYO or purchase lunch near site) Tech Leader - to facilitate pre-recorded sessions & electives, worship, etc Worship Leader - to facilitate a worship team for Friday night & Saturday morning
Assign adequate spaces for each elective			
Review proposed 'The Way' Program			
Budget Management			
Create a feedback form before event starts			
Organise team debrief date			
Pastoral Care			
Print all materials needed			
Complete MaAP in SAMIS (where relevant)			
Registration plan onsite (assign someone to coordinate registration desk, door registrations)			
Venue & Suppliers			
Ascertain required permits/permissions			
If using a third party caterer, notify of dietaries			
Venue AV setup			
Documentation (event orders, permits, insurances, waiver forms)			
AV arrangements (internal or third-party supplier)			
External Suppliers coordination (caterers, equipment hire)			
Purchase groceries if required			
Materials & Resources			
Collateral compilation			
Photography arrangements			
Signage			
Printing booklets, handouts, etc			
Lamination			
Supplies			
Collate stationery you might need			
Create any information packs delegates might need			
Water bottles			
First Aid kits			
Registration lists			
Incident report forms (hard copies)			
Run Sheets			
Agendas			
Team contact numbers			
Blank registration forms			
Décor			
On Site - Day Before			
Onsite coordination			
Set up site			
Bump in			
Rehearsals			
Decor setup			
Leader's training			
Pick up and resources/supplies needed			
Leaders briefing meeting			
Venue induction/walk through			
Signage around venue (affix signage to walls)			
On the Day			
Manage registration table			
Confirm and coordinate catering			
Volunteer management			
Risk management			
Welcome guests and stakeholders liaison			
Resource management			
Refreshments for teams			
Daily troubleshooting			
Post Event			
Pack up			
Pay external supplier balances			
Budget reconciliation/finalisation			
Send thank you emails			