## **Event Planning Worksheet**

MINISTRYLIBRARY

with Deborah Ike

Name of the Event:	
	THEBIGIDEA
Date of Event:	9
What is the vision/goal of the event?	Awesome events don't happen by  accident. They take intentional  planning and organization.
What are we trying to accomplish with this event?	
What do we want the outcomes of this event to be?	actionsteps Notes don't change anything, actions do. So don't take notes, take actions!
Why are we spending the time, energy, and resources on THIS event	?
Who is going to be the event coordinator?	
Who do you need to meet with in order to pull off this event?	
What are the required undate dates you need from the yent	
What are the required update dates you need from the vent	
coordinator?	
<del></del>	
What are the "wins" for this event?	

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