

Event Coordinator Worksheet

with Deborah Ike

MINISTRYLIBRARY
Video Book Summaries For Church Leaders

Name of the Event: _____

Date of Event: _____

What is the vision/goal of the event? _____

Who will be on your event planning team?

How many volunteers will you need for this event?

Who do you need to regularly check in with and give progress?

Who do you need to follow up with and when?

What do you need to be doing the day of the event?

What do you need to NOT be doing the day of the event?

How can you prevent those things from happening?



THEBIGIDEA

Awesome events don't happen by accident. They take intentional planning and organization.

*action***steps**

*Notes don't change anything, actions do.
So don't take notes, take actions!*
