

Power House of Deliverance Garden Cathedral

Event Checklist

I (we) have . . .

- Filled out the Event Proposal Form
- Made arrangements with the Speaker/Group
- Made hotel arrangements for the Speaker/Group
- Made transportation arrangements for the Speaker/Group
- Scheduled recordings for TV/radio announcements
- Information sent to graphics designer for flyers/programs
- Spoken with and met with Church Events Coordinator
- Arranged Fellowship Hall for reception
- Arranged a setup/serving/cleaning crew for reception
- Spoken with choir, dancers, and musicians concerning music and dance for the event
- Contacted local churches inviting them to event
- Set a time for prayer & fasting for my group concerning the event
- Scheduled out of church fundraisers to help cover the budget of event
- Sent announcements to the church bulletin (*announcements@phdgc.org*)
- Spoken with the amourbearers, matrons, ushers, etc. for assistance during the event
- Spoken with the finance department concerning the honorariums/cost of the event

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- Spoken with the media department about recording the event
- Gone over the program outline with the background coordinators
- Arranged for someone to coordinate the service
- Consulted with Marketing & Advertising
- Spoken with the security department
- Arranged for programs to be created and published if programs are needed