

Core Event Planning Checklist

1. Gather information
 - a. Start & end times, meeting times if carpooling from the Mill
 - b. Cost
 - c. Location
 - i. If at the Mill, email office@lefc.net to reserve (ASAP)
 - d. Any other special information
2. Sign-up sheet, if necessary (have ready when making 1st announcement)
 - a. Include name, phone & e-mail
 - b. May need to include other columns for ‘things to bring’, ‘willing to drive’, etc.
3. Publicity
 - a. Send the information above, plus a brief, fun description to:
 - i. Percy (persinger.b@gmail.com)
 1. announcement in the Core (at least 1 month in advance or more if possible)
 2. Facebook/ Twitter (as soon as announcement in Core is made)
 - ii. Cameron (cameron.n.hess@gmail.com)
 1. all-Core e-mail
 - a. Same time announcement is made
 - b. Reminder e-mail 1 week prior
 2. Website – ASAP
 - iii. Alex (add@dejazzd.com) or Cameron – Event Cards
 1. ASAP, in time for 1st announcement and/or 1 week reminder
 - iv. Deanna (Deanna_heilman@hotmail.com or heilman@lefc.net) – LEFC
 1. Servants Voice - ASAP (at least ___ weeks ahead)
 2. In-church announcements – ASAP (at least ___ weeks ahead)
4. Make sure you have enough drivers/transportation
5. Print directions (if longer trip or difficult to find)
6. Any other special preparation as needed
 - a. Food
 - b. Decorating
7. Optional: follow up with photos
 - a. Send to Cameron to update website