

Completion Date	INT	Action Required
6 Months		
		Schedule event with the Church Secretary (If not a calendar event) and complete the Activity Approval Form. Set a theme for the event.
		Contact ALL auxiliaries via email indicating what is expected of them for this event. CC a copy to office
		Set dates and times for Fasting/Prayer; add event to prayer list with Prayer Ministry.
		Form an Event Committee (team) of at least 3 people. Schedule monthly meetings with Church secretary.
		Schedule a meeting with Pastor McCormick through his secretary for APPROVAL of the Guest Speaker (if applicable).
		Contact Admin Office to schedule ALL travel arrangements/lodging for Guest Speaker (if applicable).
		Attend scheduled Planning Committee Meeting
Completion Date	INT	5 Months
		Draft all correspondence/documents:
		Letter to Guest Speaker
		Flyer
		Letter to Guest Churches
		Registration Forms
		Follow-up Postcard to Churches
		Send all correspondence to the Editing Committee.
		Submit all correspondence to the Administration Office and arrange suspense date for completed copies
		Order Logo items (if applicable).
		Attend scheduled Planning Committee Meeting
Completion Date	INT	4 Months
		1st Contact -Mail letters, flyers, registration forms, etc. to churches and the community. (NOTE: It is the Event Coordinator's responsibility to mail correspondence. Supplies are available in the Admin office)
		Update/remind applicable Auxiliary Presidents/Leaders via email AND phone contact.
		Order and/or purchase supplies, etc. for the event.
		Attend scheduled Planning Committee Meeting
Completion Date	INT	3 Months
<i>Program will be cut if no plans or program has been submitted to this point</i>		
		Update applicable Auxiliary Presidents/Leaders and give them a copy of the flyer.
		Email a copy of the flyer to the New Jerusalem Website Coordinator and the Northern District Secretary for inclusion to the webpages.
		Attend scheduled Planning Committee Meeting
Completion Date	INT	2 Months
		Advertise the Event:
		All church events/Monthly Church Bulletin
		District Secretary for inclusion in announcements
		Public Bulletin Boards with approval (Safeway, Walmart, Bookstores, Fred Meyers, laundromats, etc).
		New Jerusalem Bulletin Boards (throughout the church).

		Schedule meeting with Audio/Visual Team to coordinate the following:
		Discuss recording of service (s)
		Discuss audio support needed
		Design DVD/CD cover
		Create Draft of the Program for event (ensure you've coordinated with everyone involved in event).
		2nd Contact -Mail flyer to churches. (Supplies are available through the Admin office).
		Schedule meeting with Pastor McCormick through his secretary to follow up/update about Guest Speaker (if applicable).
		Attend scheduled Planning Committee Meeting
Completion Date	INT	1 Month
		Advertise the Event:
		KJNP, KUAC (paid commercials), Greatlander
		Fairbanks Daily News-Miner (free sections): Faith Section; Calendar Section
		3rd Contact -Send email announcement AND call the churches/community about the event.
		Update applicable Auxiliary Presidents/Leaders.
		Attend scheduled Planning Committee Meeting
Completion Date	INT	2 Weeks
		4th Contact -Mail a postcard to the churches/community.
		Request announcements in Church Bulletin/Sunday morning and other services.
		Complete the Program and submit it to Admin Office for Pastor's review/approval and submit.
		Schedule a meeting with Pastor through his secretary for the following week.
Completion Date	INT	1 Week
		Give copy of APPROVED/COMPLETED Program to applicable Auxiliary Presidents/Leaders. This should be the FINAL copy unless unforeseen changes MUST occur.
		Update Pastor
Completion Date	INT	Follow Up Actions Required-Within 1 week after event
		Submit all bills/invoices and additional funds collected to the Church Treasurer.
		Pay all vendors, etc.
		Ensure all financial commitments have been finalized with Administrator.
		Complete After Action Report.
		After Actions Meeting
		Attend the next Planning Committee Meeting for After Actions reporting.

ADDITIONAL COMMENTS: _____

EVENT NAME: _____ **EVENT CHAIRPERSON:** _____
EVENT DATE: _____ **TODAY'S DATE:** _____ **CHAIRPERSON SIGNATURE:** _____