

# *Infinite House of Praise*

## Event Planning Checklist

- **Event Budget**

Expenses to consider in budgeting:

1. Speakers/Performers: \$ \_\_\_\_\_
2. Decorations: \$ \_\_\_\_\_
3. Food: \$ \_\_\_\_\_
4. Miscellaneous: \$ \_\_\_\_\_

- **Setup/Decorating**

Person(s) should be identified and committed to any needed setup or decorating. This will include Suite A and/or Suite B as needed.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

- **Hosts/Hostesses**

These individuals will be responsible for welcoming and meeting the needs of any guest speakers or performers.

1. \_\_\_\_\_
2. \_\_\_\_\_

- **Servers**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

- **Master or Mistress of Ceremony (MC)**

1. \_\_\_\_\_
2. \_\_\_\_\_

- **Security**

This is mandatory for night events.

1. \_\_\_\_\_
2. \_\_\_\_\_

- **Childcare**

If you wish to have childcare for your event, contact Deacon Portis and he will let you know if the necessary people resources are available for your event.

- **Pastor's Involvement**

If you would like for Pastor Williams to play a role in or speak at your event, please advise Sister Joyia Simmons. She will advise if he is available to meet your request.

- **Cleanup**

We ask that you designate individuals to assist with cleanup, teardown and removal of decorations to put things back in order at the conclusion of your event.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**\*We ask that this checklist be submitted to a Church board member no later than two weeks prior to date of your event.**

**Board Members:**

Pastor Roderick L. Williams - President

Elder Winston Williams – Vice President

Sister Joyia Simmons - Secretary

Deacon Mike Portis - Treasurer

Deacon Carl Simmons – Board Member