



# GCI CHURCH HACKS

## EVENT PLANNING CHECKLIST

### - Brainstorming:

- » Pray and work with your Love Avenue ministry leaders to develop an event that utilizes their gifts and abilities, and that connects with your target neighborhood.
- » Choose an event that connects back to a ministry within your church. For example, if you plan an event for youth, make sure you have a children's ministry in your congregation for guests to regularly participate in afterward.
- » Potential event ideas:
  - Family movie night
  - Back-to-school fair
  - Sports tournament
  - Team scavenger hunt through the neighborhood
  - Block party or carnival
  - Free classes (marriage workshop, resume & interview skills seminar, basic computer skills classes, etc.)



### - Before the event:

- » Know your why:
  - Develop a purpose and description of the event so that the whole team is working toward the same goal.
- » Work out the details:
  - Date, location, budget, and enough volunteers with outlined roles and responsibilities for before, during, and after the event.
- » At least 4 weeks before your event, invite your neighborhood:
  - Hand out invitations door-to-door.
  - Create a Facebook event and post information on neighborhood forums online, at local stores, libraries, etc.
  - Encourage each member of your congregation to personally invite at least 5 friends. Ask them to include the event purpose in their invitation.
- » Equip your volunteers:
  - Make sure everyone understands their role and the purpose of the event. Making connections and creating a welcoming space is a priority for every volunteer.



### - During the event:

- » Have church contact information, service times, and connection cards available so that you can follow up with guests, and guests can follow up with you!
- » Promote a come-back event. This could either be a special service (a blessing of the children, back-to-school blessing, etc.) or your next event.
- » Have fun! Remember that we are participating with Jesus in loving our neighborhood. The Holy Spirit is in us, empowering and strengthening us.



### - After the event:

- » Within 48 hours, follow up with the connection cards you received.
- » Debrief with the event volunteers: What went well, what can you improve upon, etc.
- » Be prepared to receive guests at your next church service. Make sure you have greeters and integration team members are present and ready to help welcome guests.

