

Mt. Zion Event Checklist

This checklist is to be used when planning and executing your event. Please note all timelines. If your event requires the services of a ministry that is not listed, please contact that ministry at least 45 days prior to the event to advise of your need.

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| _____ Hospitality Ministry | at least 45 days prior to the event |
| _____ Media Ministry | at least 45 days prior to the event; videos, music, clips, etc. need to be approved (by leadership) before submitting to the media ministry |
| _____ Usher Ministry | at least 45 days prior to the event |
| _____ Security | at least 45 days prior to the event |
| _____ Maintenance | See Deacon Perry Johnson 45 days prior to the event regarding logistics; each event coordinator is responsible for set-up and break down of the event |
| _____ Announcements | (4) Four weeks prior to the event - put in the Sunday bulletin; deadline – submit to the church office by Wednesdays - 12 noon |
| _____ Pastoral Emphasis | submit to Pastor Harris (4) four weeks before the event with purpose, time, place, cost-if any |
| _____ Advertisement | Skits, posters, flyers – 3 weeks prior to the event |

Please do not hesitate to contact me if you have questions or concerns. My new email address is pcredle77@gmail.com and my number is 919-637-3751.

PCredle

Special Events Coordinator

