

Dove Event Checklist

Event Title: <i>(This is the name that should be used in all communications about the event)</i>
Description of Event:
Event Date: <i>(Include date, start time, end time)</i>
Room/Space Requirements: <i>(Provide Room #s if specific rooms are required ~ Consider anticipated number of attendees/participants)</i>
Sponsoring Dove Group or Committee:
Contact: <i>(Include Name, Phone & email address)</i>

	Yes	No
Has space been approved/reserved with office staff? <i>(email to doveadmin@doveofthedesert.com ~ provide date, event start & end date and space requirements ~ event may require Trustee approval)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Will the space need to be set up or reconfigured for the event? <i>(consider chair and table requirements and event setup/cleanup needs; attach layout if necessary)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Will event require fundraising, ticket sales, or a table in the narthex Sunday morning? <i>(See doveofthedesert.com for the Narthex Use/Fund Raiser Request Form ~ this form should be submitted to the finance chair at least 2 months prior to the event)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a need for childcare? <i>(see 'Request for Nursery Care' form in Child Care folder ~ must be submitted at least 2 weeks prior to event, see form for details)</i>	<input type="checkbox"/>	<input type="checkbox"/>
What type of event promotion is needed?	<input type="checkbox"/>	<input type="checkbox"/>
Dove Tales Newsletter <i>(send your article detailing the event to doveadmin@doveofthedesert.com ~ information must be submitted by the 2nd Friday of the month for the following month's issue)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Bulletin Announcements <i>(send your event information to doveadmin@doveofthedesert.com ~ information is due by 3:00 pm Tuesday for the following Sunday's Announcements)</i>	<input type="checkbox"/>	<input type="checkbox"/>
eNews <i>(send your event information to doveadmin@doveofthedesert.com ~ information is due by 3:00 pm Wednesday for the following Friday's eNews)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Other promotion <i>(Facebook, Twitter, or PowerPoint ~ Please describe)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Is a special bulletin required for this event? <i>(the office staff requests bulletin requirements to be submitted a minimum of two weeks prior to the date of the event)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Will sound be required? <i>(Contact Greg Ramsey at least 2 weeks prior to event)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Is Powerpoint required?	<input type="checkbox"/>	<input type="checkbox"/>
If Powerpoint is required, who will create the slides? <i>(the office staff requests Powerpoint requirements to be submitted a minimum of two weeks prior to the date of the event)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Are there other specific Audio/Visual needs? What are those AV requirements? <i>(for example: tv, dvd, white board, etc)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Will food be served? <i>(Contact the Hospitality Chair to coordinate ~ consider need for servers, setup & cleanup)</i>	<input type="checkbox"/>	<input type="checkbox"/>