

Church Community Outreach Event Planner

A five-phase checklist for planning a welcoming, organized event without exhausting your team

Church or ministry _____

Event name _____

Event date _____

Planning lead _____

Event Purpose

Write one sentence that explains who this event serves and why.

Our outreach purpose

Five Phases

[ ] Clear objective and budget: 8 to 12 weeks out

[ ] Master checklist and roles: 4 to 6 weeks out

[ ] Volunteer coordination: 2 to 3 weeks out

[ ] Day-of execution and guest experience

[ ] Follow-up and team debrief: the week after

Phase 1: Objective and Budget

Complete this section 8 to 12 weeks before the event.

[ ] Set an attendance goal and choose the date

[ ] List required supplies and possible partners

[ ] Set the spending cap before purchases begin

[ ] Identify permits, insurance, or facility needs

Budget Snapshot

Church funds			
Donations			
Community partners			
Food and hospitality			
Activities and supplies			
Safety, printing, or permits			

Phase 2: Master Checklist and Roles

Complete this section 4 to 6 weeks before the event.

Logistics			Equipment, setup, supplies, vendors
Hospitality			Welcome, guest information, care
Safety and parking			Traffic, first aid, incident response
Activities			Program, food, games, timing

Weekly planning meeting notes

Phase 3: Volunteer Coordination

Complete this section 2 to 3 weeks before the event.

[ ] Create shifts that give volunteers a clear start and end time

[ ] Send each person their role, arrival time, and check-in location

[ ] Assign a lead for questions and last-minute changes

[ ] Build a small backup list for absent volunteers

Volunteer Shift Plan

Phase 4: Day-of Execution and Guest Experience

[ ] Parking and entrance signs are visible

[ ] Volunteer check-in is staffed

[ ] Leader communication plan is active

[ ] Welcome team has guest information ready

[ ] Supplies, activities, and food are in place

[ ] Emergency and weather plans are known

Event-Day Notes

Important contacts, setup times, and changes

Phase 5: Follow-Up and Debrief

Complete this section during the week after the event.

[ ] Thank volunteers promptly

[ ] Follow up with guests who requested prayer, information, or a connection

[ ] Gather receipts and record final expenses

[ ] Schedule the team debrief within seven days

[ ] Save this planner and your notes for the next outreach

Team Debrief

What helped this event run well?

Where did guests get confused?

What did volunteers need that they did not have?

What will we keep, change, or remove next time?

More Simple Systems for Stronger Ministry

Submit a church leadership or organization topic at theorganizedchurch.org. Your question could become an upcoming video.