



BEREAN CHRISTIAN CHURCH GWINNETT

Dr. Kevin B. Lee, Senior Pastor

Phase III: Event Execution Checklist

This document should serve as a guide during your planning process. Please direct questions and/or concerns to your Area Leader and/or the Administrative Office.

EVENT CHECKLIST	
Documents	The following items are picked up or issued from your Area Leader or Administrative Office. If applicable complete the itinerary on the reverse side and return additional documents as necessary.
	<ul style="list-style-type: none"> <input type="checkbox"/> Event Binder (<i>Use to house sign up/sign in sheets, waivers registration forms, flyers and other event materials</i>) <input type="checkbox"/> Ministry Activity Request form <input type="checkbox"/> Check Request <input type="checkbox"/> W-9 <input type="checkbox"/> Online Registration* <input type="checkbox"/> Volunteer Sign Up/In Sheets* <input type="checkbox"/> Waiver* <input type="checkbox"/> Flyer* <input type="checkbox"/> Ministry Table* <input type="checkbox"/> Order Form <input type="checkbox"/> Copy Request Form
Announcements	Events are announced via the following vehicles.
	<ul style="list-style-type: none"> <input type="checkbox"/> Bulletin* (<i>event will run two weeks prior to the event date</i>) <input type="checkbox"/> Pulpit Announcement (<i>approved by Pastor Kevin</i>) <input type="checkbox"/> Video Announcement* (<i>approved by Pastor Kevin</i>) <input type="checkbox"/> Berean Website and App*
Registration	<i>Participants are not registered until the minimum required deposit is made. Deadline for registration is 5 business days before the event date.</i> In the event registration does not meet required contractual minimums, events will be cancelled or rescheduled at Admin Office discretion. Sign up, registration and payments are made via:
	<ul style="list-style-type: none"> <input type="checkbox"/> Ministry table (<i>receipt must be provided</i>) <input type="checkbox"/> www.bereangwinnett.org website <input type="checkbox"/> Kiosk <input type="checkbox"/> Bookstore <input type="checkbox"/> Berean App