

Women's Ministry Event Document

Venue		
What	Who	When
<input type="checkbox"/> Check Venue		
<input type="checkbox"/> Research 3 other potentials		
<input type="checkbox"/> Transportation for motherboard		
<input type="checkbox"/> Bring decision back to core via email		
Marketing		
What	Who	When
<input type="checkbox"/> Create plan/process of how we will market (overall concept)		
<input type="checkbox"/> Facebook, blog, etc.		
<input type="checkbox"/> Flyers		
<input type="checkbox"/> PowerPoint for Sunday promotion		
<input type="checkbox"/> Flyers on greeters table		
<input type="checkbox"/> Contact church office for program		
<input type="checkbox"/> Create a Video?		
<input type="checkbox"/> Invite, mail to sister churches to invite		
Food and Related Items		
What	Who	When

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<input type="checkbox"/> Make food list		
<input type="checkbox"/> Comparison price food for 50 women (from notes)		
<input type="checkbox"/> Price silverware, napkins, cups		
<input type="checkbox"/> Pastel mints		
<input type="checkbox"/> Set up/manage food table		
<input type="checkbox"/> Tea for 250 women		
Decor		
What	Who	When
<input type="checkbox"/> Inventory and list each item		
<input type="checkbox"/> Price additional table items (candles, flowers, etc.)		
<input type="checkbox"/> Plan and price out the stage/front of room decor		
<input type="checkbox"/> Decorate mother board's table		
Miscellaneous		
What	Who	When
<input type="checkbox"/> Gift bags for mother board		
<input type="checkbox"/> Solicit door prizes (3)		
<input type="checkbox"/> Arrange give away of door prizes		

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Atmosphere

What	Who	When
<input type="checkbox"/> Schedule praise dancers		
<input type="checkbox"/> Solicit 2 musical guest		
<input type="checkbox"/> Secure speaker with word for your spirit (10 minutes)		
<input type="checkbox"/> Networking game for people at tables (quick and fun)		
<input type="checkbox"/> Hall of Faith moment – honorary mention a deceased member forerunner		

Miscellaneous Tasks: