

**MAY 14-15, 2011**



## **TIPS FOR PLANNING A COMMUNITY SERVICE EVENT/MINISTRY**

1. Establish a team to organize the event. Identify what type of event/activity you would like to do. Consider establishing an annual event or ministry that has sustainability.
2. Determine the goals of the event/ministry and what you would like to accomplish. Identify the target audience and emphasis, (i.e. health, feeding the hungry)
3. Decide on time for the event on May 14-15 (one or both days)
4. Consider location and facility (reserve if necessary)
5. Consider establishing partnerships with other area UMC's and or engage organizations in your community
6. Create an event/ministry budget. Identify expenses and sources of potential revenue to fund event/ministry
7. Create an event timeline. Determine who is responsible for each function. Communicate the timeline with everyone involved in the planning or fulfillment of the event
8. Key Decisions to consider:
  - Equipment: Determine what is necessary, costs, details of pick up/return
  - Materials: Determine what is needed, costs, ordering, details of pick up and storage
  - Marketing/Media: Consider how you will use invitations, flyers, newspaper, banners, radio, emails, Facebook and Twitter
  - Presentation/speakers: Is this needed for your event? If so, who or how many? Determine topic, time frame for presentation or speech
9. Other things to consider: Food, music, decorations, photography/video, set up & clean up crew, transportation, parking, child care, health needs

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