



May 19 & 20, 2012

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, Imagine No Malaria)
3. Decide on date and time of your event (if other than May 19-20)
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 pickup/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
9. Other things to consider: Food, music, decorations, photography/video, set up and clean crew, transportation, parking, child care, health needs