



First Parish in Concord

Event Preparation Task List

For links to relevant resources, please see bottom of the third page.

Name of Event:			
Event Preparation Tasks	Date of Task	Assigned To:	Notes
Core Event Tasks			
Event Coordinator(s)			
Event location – reserve room or obtain Zoom link			
Guest Speaker(s)			
Contract			
FP Speaker – Info, Introduction, Close			
In-person Q&A Handler			
Publicity			
Event announcement date			
Graphics – Posters/Flyers Design & printing			
Graphics – publicity image, tickets, inserts			
Write up & submit for FP Weekly			
Write up & submit for Sunday Announcements			
Update FP Website			
Update FP Facebook page			
Additional publicity sources:			
Tech Support			
Tech Support – Sounds and video livestream			
Tech Support – Zoom account			
Tech Support – Zoom host			

Tech Dry Run			
Accessibility			
Hearing assistance devices			
Mobility assistance			
Large print documents			
Extra Covid Precautions			
Other:			
Tickets			
Ticket Sales - Online			
Ticket Sales – Prior to Event, Coffee Hour, Write down names			
Ticket Sales – At the event			
Tickets/Sign-in Table - Have change ready			
Tickets/Sign-in Table - Sign-in form			
Tickets/Sign-in Table - Relevant literature			
Food & Beverage			
Food Preparation and Delivery to FP – For speakers			
Food Preparation and Delivery to FP – For attendees (Note: please refer to Facilities Handbook for serving alcohol)			
Setup & Breakdown			
Event Setup and Breakdown – start/end times			
Event Setup and Breakdown - Connect with Bruce Davidson for chairs, tables, and sound system			
Event Setup and Breakdown - Open windows, turn on fans, provide masks			

Childcare			
Childcare being offered – start/end times, who is responsible			
Finances			
Group Handling finances?			
First Parish Handling finances?			
Supplies			
Additional supplies needed? Who is providing?			
Supplies List:			
Miscellaneous/Additional Event Preparation Tasks:			

Links to Relevant Resources

- **To reserve spaces:** <https://firstparish.org/wp/about/reserve-space/>
- **To submit to FP Weekly:** <https://firstparish.org/wp/news-announcement-submissions/>
- **To submit to Sunday Announcements:** <https://firstparish.org/wp/news-announcement-submissions/>
- **To post on the FP website:** <https://firstparish.org/wp/news-announcement-submissions/>
- **Link to the Facilities Handbook:** <https://firstparish.org/wp/wp-content/uploads/2022/10/Facilities-Use-Guidelines-and-Fees-10-17-2022.pdf>