

# MEETING PLANNER



## LOGISTICS

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Type:** \_\_\_\_\_

\*Game Plan, Gather, or Grow

## EXPERIENCE

**Responsible:** \_\_\_\_\_

☐ Door Greeter ☐ Slides

☐ Music ☐ Photos/Video

☐ Food/Drinks ☐ Plates/Etc

## WELCOME

**Responsible:** \_\_\_\_\_

**Announcements:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Next Meeting:** \_\_\_\_\_

**Church Partners Present:**

\_\_\_\_\_  
\_\_\_\_\_

## WORKOUT

**Responsible:** \_\_\_\_\_

**Speaker Name/Title:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Bio Excerpt:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## WARM UP

**Responsible:** \_\_\_\_\_

**The Ice Breaker:**

\_\_\_\_\_  
Game Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Supplies:** \_\_\_\_\_

\_\_\_\_\_  
**Prize(s):** \_\_\_\_\_

## WRAP UP

**Responsible:** \_\_\_\_\_

☐ Thank Speaker

☐ Next Steps

☐ Faith Response Tool

☐ Resources ☐ Flyer

☐ Thank Attendees

**Reminders**

☐ Announcements

☐ Next Event: \_\_\_\_\_

**Pizzas** \_\_\_\_\_ **People** \_\_\_\_\_ **Decisions** \_\_\_\_\_ **Bibles** \_\_\_\_\_

# EVENT PLANNER



## LOGISTICS

Event Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Circle Type: Serve or Outreach

Event MC: \_\_\_\_\_

## EXPERIENCE

Responsible: \_\_\_\_\_

☐ Event Greeter ☐ Supplies

☐ Music ☐ Photos/Video

☐ Food/Drinks ☐ Plates/Etc

## WELCOME

Responsible: \_\_\_\_\_

Announcements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Next Meeting: \_\_\_\_\_

Church Partners Present:

\_\_\_\_\_  
\_\_\_\_\_

## WRAP UP

Responsible: \_\_\_\_\_

☐ Thank Speaker

☐ Next Steps

☐ Resources

☐ Thank Attendees

Reminders

☐ Announcements

☐ Next Event: \_\_\_\_\_

## SUPPLIES

Responsible: \_\_\_\_\_

☐ Reserving Facility(ies)

☐ Access to Facility(ies)

☐ Sound Equipment

☐ Utilities: Lights, Trash Cans

☐ Specialty Equipment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Prize(s): \_\_\_\_\_

## CLEAN UP

Responsible: \_\_\_\_\_

☐ Trash

☐ Tables & Chairs Returned

☐ Equipment Stored

☐ Utilities Turned Off

☐ Facility Secured

Other: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pizzas \_\_\_\_\_ People \_\_\_\_\_ Decisions \_\_\_\_\_ Bibles \_\_\_\_\_

<b><i>MEETING NOTES</i></b>	Name _____	Date _____

<b><i>MEETING NOTES</i></b>	Name _____	Date _____

## MONTH AT A GLANCE

**WK1:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**WK2:**\_\_\_\_\_ **Date:**\_\_\_\_\_ **Location:**\_\_\_\_\_

**WK3:**\_\_\_\_\_ **Date:**\_\_\_\_\_ **Location:** \_\_\_\_\_

**WK4:**\_\_\_\_\_ **Date:**\_\_\_\_\_ **Location:**\_\_\_\_\_

**\*Gather/Grow/Game Plan/Go    School Huddle Date: \_\_\_\_\_**

## NOTES AND SUCH

[illegible]

## MY ACTION ITEMS

- |  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |