

The Principle Foundation Event Checklist

Organize the event

- Identify core team to work with TPF
- Identify potential speakers (through conversation with TPF)
- Decide on date
- Decide on speaker
- Select venue / church for the event
- Determine whether in-person only or online options
- Plan the agenda with speaker and TPF
- Create agenda/flow of meeting and assign roles to LC members
- Plan refreshments (get approval from venue)

In-Person

- Determine a venue/local host for the event
- Suggest hotel options to speaker
- Arrange airport pick-up for speaker
- Confirm rehearsal time/location (include local audio/video, Zoom connection)

Remote or Hybrid Remote/In-Person

- Identify/Contract technical partner
- Get the event link early for promotional materials
- Confirm TPF's landing page is ready

Communications and Promotion

- Update mailing list (original supplied by TPF) and return to TPF
- Draft invitation letter to churches
- Work with TPF on finalizing letter
- Proof flier and/or postcard – TPF can mock up and share options for LC decision
- Word-of-mouth promotion at church
- Obtain TPF brochures/info/sign in sheets for event

Run the Event

- Identify team for set ups
- For remote: check in with technical partner
- Final test of remote technology
- Final test of sound system in venue
- Set up refreshments
- Check in with venue/church and with speaker

Post-event

- Send sign-in sheet(s) to TPF
- At next Biz meeting or a special meeting, do a simple “feedback loop” on lessons learned, etc. (invite TPF to participate or share notes from that meeting with TPF)