



Destiny church Event Production/Planning TEAM

Name of event: _____

Date of event: _____

Beginning time: _____ Ending time: _____

Location of event: _____

Some areas you may want to cover:

- Opening/Closing Facility ▪ Set-up/Tear Down for event ▪ Food Preparation ▪ Hospitality
- Infant/preschool childcare ▪ Elementary childcare ▪ Media (Audio/Visual) ▪ Promotion

Task 1: Set-up

Leader: _____

Responsible for: • _____

Task 2:

Leader: _____

Responsible for: • _____

Task 3:

Leader: _____

Responsible for: • _____

Task 4:

Leader: _____

Responsible for: • _____

Task 5:

Leader: _____

Responsible for: • _____

Task 6:

Leader: _____

Responsible for: • _____

Task 7:

Leader: _____

Responsible for: • _____

Task 8:

Leader:

Responsible for:

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