

EVENT SET-UP CHECKLIST



PRE-EVENT:

- ☐ Ensure these items are available with manuals – most participants will not keep the literature:
 - ☐ Welcome/Schedule/Map
 - ☐ Donation envelope/slip
 - ☐ Bookmark
 - ☐ Next Event postcard
 - ☐ 'What is DFC' brochure
 - ☐ Mobilizing Prayer brochure
 - ☐ STFC/Ways to Donate Card
- ☐ Help attach lanyards to nametags.
- ☐ Optional: Buy favours (candy, gum, chocolates), tissues, water, and place somewhere.
- ☐ Create signs for doors/hallways

AT EVENT:

- ☐ Set up signs for doors/hallways
- ☐ Set up DFC screen from zipped case including tablecloth
- ☐ Set up Table(s) for Registration/Books
- ☐ Set up Nametag station
- ☐ Create flow for picking up manuals, welcome packet, water etc.

REGISTRATION:

- ☐ Registration Spreadsheet – mark arrivals and add full information for walk-ins and record payments (as needed). Recommend e-transfers, cash or cheques.
- ☐ Walk-ins can fill out a form to ensure we have all information to add to our email list but also to ensure we can send them a donation receipt.
- ☐ Provide space for name tags in a container and provide markers and space to write.
- ☐ Manuals: stack with literature envelope inside or envelopes beside for pick up.
- ☐ Schedule/welcome/facility map.
- ☐ Room key pickup if staying at a retreat center.

BOOK TABLE:

- ☐ DFC screen advert/tablecloth (in zipped case)
- ☐ Donation envelopes with donation slips
- ☐ \$15/50 bookmarks, books, and mugs for sale
- ☐ Comfort supplies – candy, gum, tissues (opt)
- ☐ Manuals
- ☐ Welcome Packets
- ☐ Nametags with Permanent markers
- ☐ Print out of Registration List
- ☐ Clip Board with Prices, Credit Card, walk-in registrations
- ☐ Room key pick-up (if applicable)
- ☐ Return bin for nametags and unused literature

OTHER:

- ☐ Facial Tissue boxes; hand sanitizer
- ☐ Extra snacks/water - throughout event.
- ☐ Smiles, hugs (if accepted)
- ☐ General support/direction to promote participants' comfort.
- ☐ Be aware of signs of distress, alleviate if possible.

After Event:

- ☐ Assist in take-down/clean-up as needed at the conclusion of the Project.



Links for Resources for Clipboard – You Print:

[Book/Mug Prices](#)

[Credit Card Manual Slips](#)

[Walk-In Registration Slips](#)

[Donation Slips to go with Envelopes](#)

