

CONFERENCE EVENT PLANNING CHECKLIST

Kansas West Annual Conference

As we make disciples of Jesus Christ, the Kansas West Conference calls God's people to

Invite through radical Hospitality

Excite for Intentional faith-sharing

Unite through risk-taking mission

For the transformation of the world.

Preliminary Planning (At least 6 months in advance and prior to any publicity)

- ___ Contact conference staff person related to your group who will arrange to place the event on the Conference calendar
- ___ Fill out "Event Form" found on the web site (www.kswestumc.org) and send to staff person(s) Related to your group who will then share the date and event with other departments

Event Set-Up (at least 3 months in advance)

- ___ To request any publicity support complete a Communications Planning Sheet found at www.kswestumc.org/forms_find.asp Search for Communications Planning
- ___ Submit publicity materials to sponsoring department for approval:
Connectional Ministries – Bev Weber; Communications – Beverly Fanestil; Administration – Brenda Anderson
The department will submit material to Marketing and Communications
- ___ Before registration deadline submit event description and provide story ideas about event to *Connection* editor, Susan Cooper. Make any requests for event – day coverage at this time.
- ___ Make arrangements for mailing brochures through the related conference department
- ___ Provide copy of registration form to Ann Manske prior to printing or mailing (amanske@kswestumc.org)

Before Mailing send flyer for event to appropriate department: (as soon as possible)

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| ___ Connectional Ministries | Bev Weber | bweber@kswestumc.org |
| ___ Administrative Ministries | Brenda Anderson | banderson@kswestumc.org |
| ___ Communications | Beverly Fanestil | bfanestil@kswestumc.org |
| ___ Receptionist -- | Ann Manske | amanske@kswestumc.org |
| ___ Camping / VIM/Boundary Awareness | Maria Miranda | mmiranda@kswestumc.org |

Event Accounting Set-up: (Prior to mailing event publicity)

Send the following information to the Administrative Ministries Office:

- ___ List of income & expense lines for accounting report
 - Sources of income
 - What expense items do you want to track?
 - What budget amounts for expense lines?
- ___ Contact information for person that will oversee the event budget
Name, mailing address, daytime phone, email address
- ___ Sponsoring conference budget account that will cover expenses in excess of event income

Event Follow-up: (1 – 4 weeks after event)

- ___ Provide participant evaluations to the related conference department.
Add statement describing how the event met the conference visions & how the planning group intends to do follow-up with those who attended
- ___ To receive coverage in the *Connection*, send articles to or contact: scooper@kswestumc.org