

Program Planning Guide and Checklist

This worksheet is only a guide and should be adapted for the particular circumstances of the program and the parish. Due dates and persons responsible for specific functions should be identified next to each item.

Program:

1. Title:
2. Goal:
3. Objectives:
4. Date and time:
5. Location:

Resources:

1. Speaker/Facilitator:
 - Name:
 - Written agreement (spelling his/her duties):
 - Honorarium/stipend:
 - Transportation arrangements:
 - Lodging:
2. Books:
3. Handouts:
4. PowerPoint®:
5. Online course/resources:

Equipment:

1. Computer/overhead projector:
2. LCD projector:
3. Tape recorder:
4. CD player:
5. Easel or chalk board:
6. Electrical cords, surge protectors:
7. Audio (microphones and speakers):
8. Backup equipment, e.g., extra bulbs:

Hospitality:

1. Registration:
2. Signage (directions to event, restrooms, etc.):
3. Name tags, handouts:
4. Refreshments/meals:
5. Childcare:
6. Transportation for elderly, people with disabilities:
7. Wheelchair access:
8. Cleanup:

Facilities:

1. Setup for seating and table arrangements, etc.:
2. Lighting, audio, and temperature control:
3. General environment (decorations, plants, indirect lighting, etc.):
4. Setup for prayer, liturgy, music ministry:
5. Tear down/clean up:

Program Implementation:

1. Program moderator:
 - Welcome, introductions:
 - Overall facilitation:
 - Evaluation process:
2. Group facilitators:
3. Liturgy/prayer (musicians/singers, celebrant):
4. Pencils, paper:
5. Evaluation forms:

Promotion/Publicity:

1. Campaign schedule:
2. Campaign methods (flyers, bulletin, e-mail, website, personal contact, direct mail, etc.):

Contingency Plans:

1. Loss of speaker:
2. Equipment breakdown:

Committee Evaluation:

1. Attainment of objectives:
2. Planning process:
3. Resources (speaker, other):
4. Budget/finances:

Program Budget:

1. Income:
 - Registrations fees: _____
 - Other income: _____
 - Total: _____
2. Expenses:
 - Speaker/Facilitator: _____
 - Audiovisual rentals: _____
 - Printed materials: _____
 - Program materials: _____
 - Refreshments/food: _____
 - Environment: _____
 - Musicians: _____
 - Equipment: _____
 - Publicity: _____
 - Childcare: _____
 - Transportation: _____
 - Miscellaneous: _____
 - Total: _____