

Area	Task	Lead	Status	Documents	Notes
February					
Committee	Review Committee and roles				
Finance	Create Event Budget				
Planning	Create Google Drive Folder				Copy across key documents and create new versions
Venue	Enquire of cost of central London venues				Research size / location / items for hire
March					
Committee	Send Meeting 1 Agenda				
Committee	1st Committee Meeting				Confirm Venue, Speaker and Theme
Planning	Approach speaker				Linda does this on behalf of the Committee
Venue	Book venue				
Venue	Arrange venue visit				
September					
Committee	Send Meeting 2 Agenda				
Committee	2nd Committee Meeting				Title, Theme, Programme Outline
Finance	Confirm ticket prices				Adult, Concession, Volunteer
Media & Comms	Branding for theme				
Media & Comms	Plan for any videos				
Partners	Initial plan with GBC				In REVIVE Evaluation / Staff Focus meeting
Planning	Confirm Women's Day Reps				Email Main Church Contact
October					
Planning	Set up Brushfire				
Planning	Wording for Brushfire page				
Planning	Confirm speaker details				Bio and Picture
Planning	Confirm blurb for sessions				
November					
Committee	Send Meeting 3 Agenda				
Committee	3rd Committee Meeting				Roles, Launch Plan, Branding (this meeting is before Staff Focus)
Media & Comms	Branding finalised				
Media & Comms	Create launch email on Mailchimp				
Media & Comms	Wording for launch email				
Media & Comms	Print flyers				To give out at Staff Focus
Media & Comms	Send invite email to all women and previous guests				
Media & Comms	Send launch email				After Staff Focus
Media & Comms	Send all social media and launch resources to Reps				
Planning	Notice at Staff Focus				
Planning	Divide up Reps between Committee members				
Planning	Give out flyers at Staff Focus				
Planning	Confirm Music Lead and send brief				
Planning	Confirm borrowing of Dundonald's music equipment				
Planning	Write Music Lead brief				
Planning	Confirm booklet deadline for speaker				
December					
Finance	Send code to Music Lead				
Partners	Invite exhibitors to come to Women's Day				
Partners	Confirm with GBC plan and person to run stall				
Planning	Confirm Host				
Planning	Confirm Area Leads				Registration, Refreshments, Stewarding
Planning	Recruit AV team				
Planning	Hire van if necessary				
Planning	Confirm people to share testimonies				Approx. 2 from Co-Mission churches
Venue	Liase with Venue around AV				
Venue	Check with venue equipment and furniture available				
Venue	Check live stream options and confirm plan with venue				
Venue	Gather all emergency procedure information from venue				
Venue	Confirm heating at venue				
Venue	Confirm parking at venue				
January					
Committee	4th Committee Meeting				Final update
Committee	Send Meeting 4 Agenda				
Committee	Email Committee with full booking information				
Media & Comms	Send invite chase				
Media & Comms	Send 'Last Chance to Book' email				
Media & Comms	Send booklet for print				
Media & Comms	Finalise booklet design				
Media & Comms	Send Joining Instructions email				
Media & Comms	Wording for Joining Instructions email				
Partners	Confirm timings of GBC slot				
Planning	Create printing list				
Planning	Create packing list				
Planning	Check all committee are booked on				
Planning	Check volunteer numbers - ask Reps to push if necessary				
Planning	Order refreshments - biscuits / drinks				
Planning	Order breakfast for early arrival team				
Planning	Print name labels				
Planning	Liase with speaker for book recommendations				
Planning	Confirm arrival details of partners				
Planning	Write briefs for all Area Leads				
Planning	Send briefs to all Area Leads				
Planning	Confirm final running order				
Planning	Confirm song choices				
Planning	Create PPT deck (inc. lyrics)				
Planning	Liase with speaker on practical needs				Does an external speaker need somewhere to stay?
Planning	Let Reps know if there are any tickets left				
Planning	Email host with final details (notices, attendee numbers)				
Planning	Complete Risk Assessment				
Planning	Confirm First Aider				

Planning	Order gifts for host and speaker				
Planning	Confirm readers and pray-ers				
Planning	Create Team Briefing				
Planning	Write Running Order				
Planning	Send Team Briefing and Running Order				Lizi, Ellie, Sarah (+ Matt)
Planning	Print databases for registration				
Planning	Liase with Craig about using Sum-Up for on the day registrations				
Planning	Organise team arrival at venue				
Planning	Organise rehearsal and sound check for band				
Planning	Create large print copies of booklet and lyrics				
Planning	Print reserved signs				
Planning	Print all items (printing list)				
Planning	Organise recording the talks (either via AV at venue or talk recorder)				
Planning	Check all tech requirements				Lectern or Britany mic - lapel mic not good on dresses!
Planning	Buy CCLI				
Planning	Send Volunteer Teams briefs				
Venue	Confirm arrival details				
Venue	Agree set up and layout				
Post-Event (February)					
Finance	Ensure speaker and committee have submitted expenses				
Finance	Reconcile budget + confirm any extra tickets sold on the day				
Media & Comms	Send Feedback email				
Media & Comms	Create Feedback and Thank You email				
Media & Comms	Upload talks to Co-Mission Podcast				
Post-Event	Send Meeting 5 Agenda				
Post-Event	5th Committee Meeting				Evaluation Meeting / Initial outline ideas for following year
Post-Event	Thank You to Host				
Post-Event	Thank You to Speaker + Honorarium				
Post-Event	Thank You to Readers / Pray-ers				
Post-Event	Thank You to Area Leaders				
Post-Event	Thank You to Music Lead and Musicians				
Post-Event	Set up Feedback Form				
Post-Event	Thank You to Committee				
Post-Event	Flowers to Linda				
Post-Event	Thank You to Venue (donation or payment)				
Post-Event	Update database with on the day guests / no shows				
Post-Event	Create evaluation document with feedback				
Post-Event	Share evaluation document with Exec				
Post-Event	Update Mailchimp database				