

# Is Your Church Prepared to Host a Large Event?

11 question checklist to help you assess the unique risks your event presents.

by Jonathan Sprowl

Use this checklist to gauge how prepared your church is for the next event.

HOW ARE WE DOING	YES	NO	WORKING ON THIS
Have you organized and properly screened enough volunteers to staff your event?			
Have you established supervision and safety guidelines for childcare workers?			
Have you established a church safety team in charge of risk management for your event?			
Have you prepared your ushers or emergency team members so that they feel confident to respond in the case of an emergency?			
Do you have a dedicated phone line in your venue that is easily accessible in case of emergency?			
Do you have an emergency response plan and an effective way to communicate it to participants and staff?			
Have you met with your church's insurance provider and acquired the proper amount of liability insurance to cover injuries to participants and damage to your church property?			
Have you familiarized yourself with copyright laws and acquired the necessary licenses for use of outside materials?			
Do you have check-in/out procedures for your childcare program?			
Have you addressed any known dangers on your church's grounds to prevent injuries to participants?			
Does your event require any waivers or permission forms for participants?			

Perhaps God has blessed your ministry with the vision and ministry space to practice hospitality and put on your own big event. Whether it's a national conference or a smaller scale event like a carnival night for your local community, opening your church's doors to non-members presents many logistical challenges.

Planning a big event requires foresight and attention to detail. We all know things don't always go exactly according to plan. Unfortunately, the more people you bring together in one place, the higher the probability of something unexpected occurring. You could have unwelcome visitors or unforeseen emergency situations that can take you by surprise and leave even the best of planners scrambling to address the needs of the moment.

But take heart, with a little risk management planning now, you can feel confident that whatever situation arises, you'll have the staff and contingency plans to address it.