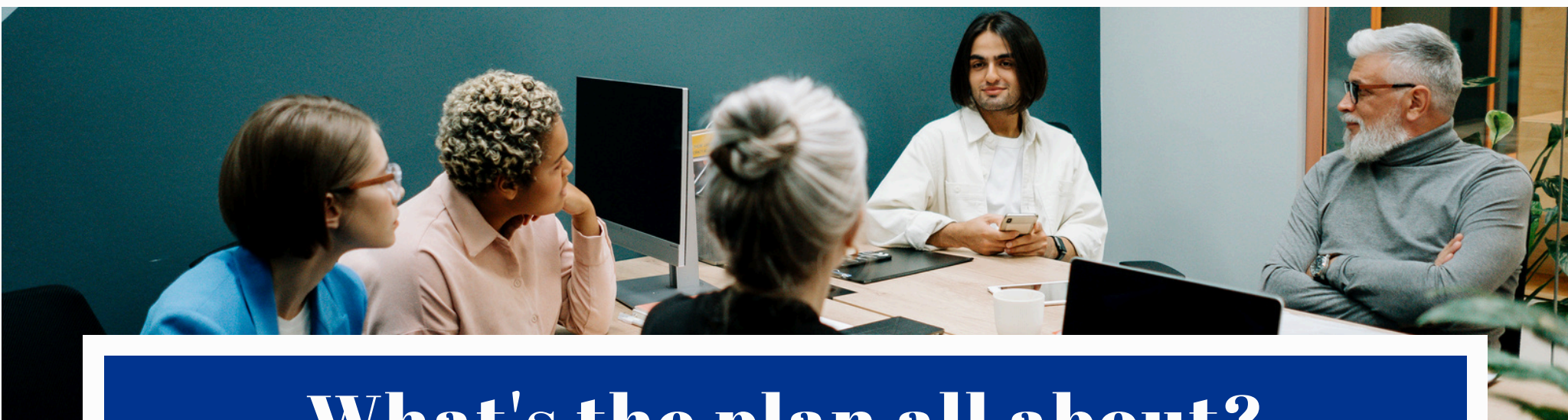




90/60/30  
DAY PLAN

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## What's the plan all about?

The objective of this plan is to improve the planning, efficiency, and execution of events here at “The View”.

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**“Time is what we want most but what we use worst.”**

**William Penn**

**90**

**90 DAYS  
BEFORE YOUR  
EVENT**

We are  
establishing  
the event plan.

**60**

**60 DAYS  
BEFORE YOUR  
EVENT**

We are  
elaborating on  
the event plan.

**30**

**30 DAYS  
BEFORE YOUR  
EVENT**

We are  
executing the  
event plan.

---

90  
DAYS



Please Scan the QR  
Code to complete the  
90 Day Questionnaire

## Establishing The Plan

90 days before an event is to take place, we will establish the event plan and **identify the necessary elements for the event to be successful.**

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### WHAT YOU SHOULD DO...

- **Ensure the event is approved** and on the Church Calendar.
- **Initiate conversations** with your supervisor who will help guide you towards success.
- **Complete the 90 Day Questionnaire.**
- **Establish who is needed** to ensure the success of your event.
- **Identify any obstacles** to success.
- **Submit budget and any needed purchase requisitions.**
- **Confirm details for Special Guests, if appropriate** (i.e. honorarium/gift cards, letter of confirmation, booking, travel, etc.)

**60**  
**DAYS**



**Please Scan the QR  
Code to complete the  
60 Day Questionnaire**

## **Elaborating on The Plan**

60 days before an event is to take place, **we will elaborate on the plan, prepping for execution.**

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### **WHAT YOU SHOULD DO...**

- **Complete the 60 Day Questionnaire.**
- **Submit Friday Flocknote, Announcements, Graphic, and Video requests.**
- **Submit a draft of the program,** if appropriate.
- **Consider meeting with office staff** to clarify requests (i.e. facilities, culinary, music, A/V, IT services, security, etc.)
- **Make purchases,** once purchase requisitions have been approved.
- **Submit detailed “Event Itinerary”** with detailed elements of what will take place on the day of (i.e. safety plan).
- **Confirm if your event needs registration assistance.**

**30**  
**DAYS**

# Execute The Plan

30 days before an event is to take place, we execute the plan with a spirit of excellence.

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## WHAT YOU SHOULD DO...

- Schedule a final meeting with your supervisor to confirm details of the event itinerary
  - Schedule a final meeting with all department heads or ministry leaders to walk through the event itinerary.
  - Publish and announce the registration page on the website and in app.
  - Promote your event to ensure your event is well attended.
  - Remain prayerful and execute your event with a spirit of excellence
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**IF YOU FAIL TO  
PLAN, YOU ARE  
PLANNING TO FAIL!**

BENJAMIN FRANKLIN

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90/60/30 DAY PLAN