

Event Checklist

This checklist covers the steps to hold a successful event. In summary: plan well, gather wide support, make sure others are aware of the event, and follow-up after it is held.

Here is a detailed, step-by-step list to guide your celebration:

- ❑ Gather a group of one to four people to lead with you. This event committee will share the work, develop ideas, working with your pastor/priest and congregation to ensure that the Season of Creation has broad support in your church.
- ❑ Develop a general plan for your event. Refer to the event suggestions, and either choose the one that is right for you or develop another.
- ❑ Schedule a conversation between the pastor/priest, community leaders. To prepare everyone for the meeting, share the letter from faith leaders, information about the Season, and a link to the website in advance. All are available at SeasonOfCreation.org.
- ❑ In the meeting, start by thanking everyone for the good work they already do to protect creation. Say that you and your committee would like to volunteer for the church by leading a Season of Creation event. Get everyone's feedback, and write notes to record comments.
- ❑ Update your plan in response to the shared comments. Clear the event date, time, and location with your church administrator.
- ❑ Register your event at SeasonOfCreation.org. When you register, your celebration will become visible on the global Season of Creation map. We will also follow up with you by email to provide additional resources.
- ❑ Speak to additional leaders in the church as needed to get feedback and buy-in. The grounds committee, director of religious education, music and worship leader, and parish council might be involved, depending on your event.
- ❑ If your event is ecumenical or interfaith, contact the places of worship with which you hope to collaborate. Request a meeting and present your plan in a way that is similar to the method you used with your own pastor/priest.



- ❑ After the plan is finalized, make sure that members of your congregation and any collaborating places of worship are aware of it. The ideal time to start is one month before the event. This step is essential to ensuring robust attendance and an engaging event. Use the template bulletin announcement, flyer, and social media post available at SeasonOfCreation.org.
- ❑ A few days before the event, gather all supplies. Contact any co-hosts to make sure they have everything they need. Do a final push for awareness in the church by asking your pastor/priest to make a pulpit announcement for setting up a table in a public space to pass out flyers after services.
- ❑ Host your event. Have fun!
- ❑ After the event, send a thank-you note to all leaders and volunteers. Let your congregation know about any outcomes or next steps from the event.
- ❑ Share photos of your event at SeasonOfCreation.org. These may be shared publicly, and will inspire and educate people around the world.
- ❑ Complete the event report form at SeasonOfCreation.org.

