

(EVENT NAME) CONTROL DOC

Team Leads: (examples)

- Event Coordinator
 - Registration
 - Parking
 - Greeter/ usher
 - Service Producer
 - Food/ drinks
 - Production lead
 - Worship lead
 - Facilities lead
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Key Documents:

*Create a separate document and attach the link to this section (right click & press link). Insert link of document & make title.

Example key documents:

- Master Schedule
 - Staffing assignments
[Example Staffing Assignments: 2021 Men's Night](#)
 - Team lead assignments
[Team Lead Doc: 2022 Women's Night \(Gathering\)](#)
 - Budget
[Example Budget: 2021 Women's Night \(The Gathering\)](#)
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Key info:

- Date/ time
 - Speaker
 - Theme
 - Schedule
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Pre/ post service details: Food, environment, vendors, photo opps, etc.

Notes for the next year