



# ACF Institute Planning Template

Created  
**July 2023**  
ACFi 2023

Updated

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# About ACF Institute



## **Purpose**

A gathering for Adventist Christian Fellowship Student Leaders and Public Campus Ministers for networking and leader-training from an on-campus student perspective

## **Who should attend?**

All ACF student-leaders, campus chaplains and pastors, conference and union youth & young adult ministries directors, and any leaders desiring to learn about ministry with and for college students on non-Adventist campuses.





# DAILY ITINERARY

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# *Thursday*

ACFI PLANNING

**4:30p | Registration**

**6:00p | Supper - Cafeteria**

**8:00p | General Session 1**

- Praise and Worship
- Ice Breaker
- Message
- Introduce Journey Lessons
  - AdventSource Resource written by Ron Pickell for ACF student Chapters, Small Group Bible Study

**10:00p | Refreshments and Hangout**

**11:00p | To Rest**



# *Friday*

## ACFI PLANNING

**8:30p | Breakfast**

**9:00p | Journey Devotional Lesson 1**

**10:00p | Planning Your Year Intro (ACF Chapter Year)**

**10:30p | Planning Your Year Work Session (include planning sheet)**

**11:30p | Plan sharing**

**12:30p | Lunch**

**3:00p | Activity or Outreach**

**6:00p | Supper**

**7:30p | General Session 2**

- Ice Breaker
- Praise and Worship
- Message

**9:00p | Refreshments**

**9:15p | Breakout Sessions 1 (Suggest 4 tracks)**

- Discipleship
- Mental Health
- Apologetics
- Outreach



# *Saturday*

## ACFI PLANNING

**8:30a | Breakfast - Cafeteria**

**9:30a | Journey Devotional Lesson 2**

**10:30a | Refreshments**

**11:00a | General Session 3**

**12:00p | Group Photo - Chapter photos immediately after**

**12:30p | Lunch – Cafeteria**

**1:45p | Afternoon Activities**

**Depends on location (possibly field trip)**

**3:45p | Refreshments**

**4:00p | General Session 4 (or Breakout 2-run the same 4)**

**5:00p | Supper - Cafeteria**

**15 min before Vespers | Prize Drawing**

**??p | Sundown Vespers**

**??| Night Activities**

**Depends on location- (Open gym night, table games, etc.)**

**8:30p | Feature Presentation (for those who don't want to play games)**

**Movie:**

**10:00p | Refreshments -**

**11:00p | Praise & Prayer**

**11:30p | to Rest**



# *Sunday*

ACFI PLANNING

**8:30a | Breakfast – Cafeteria**

**9:30a | Journey Devotional Lesson 3**

**10:00a | Wrap up and Dismissal**





# EVENT PLANNING CHECKLIST

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Please be sure to journal your event in a word document.

### 1 year before the event

#### Create Event Plan

- ☐ Who, What, Why, When, Where (Who will help you? What will you do? Why will you do it? Where?)
- ☐ Goals (What would you like to accomplish during this time? Training? Community Building? etc)
- ☐ Financial Limitations (How will you fund this event? What are your limitations?)

#### Create a Budget

- ☐ Budget Tips and Tricks and Things to Consider
- ☐ Does your department have a budget?

#### Online Planning

- ☐ Zoom Link Event
- ☐ Outreach Event

#### Create Preliminary Agenda of Event (Timeline)

- ☐ Do you have a theme for your event?
- ☐ How does this event accomplish the PCM goals?
- ☐ Pray and Plan for this.
- ☐ What are your media needs for your event? PowerPoint, Special Videos, Registration Page, Flyer, etc
- ☐ Write out detail plan in a document
- ☐ Ready for for Union Admin approval and support.
- ☐ Establish Relationship with perspective college/university Event Management Department where you are thinking of holding the event.

### 9 months before the event

- ☐ Develop Save the Date package (Date, location, theme, cost, in-person and/or virtual, registration address or location)
  - ☐ Develop relationship venue
  - ☐ Collaborate with Communications Department for Graphics Package (save the date, t-shirt design, event logo, social media page, etc)
  - ☐ Develop Registration System- Determine what software you will use and begin to get it set up
- Meet monthly for updates and for accountability of tasks with team

**6- 3 months before the event**

- ☐ Launch Registration
- ☐ Is your event promoted on all social media platforms and communication outlets?
- ☐ Weekly registration updates
- ☐ Start Assembling Materials
  - ☐ • Materials
  - ☐ • Folders 9if needed)
  - ☐ • Create nametag template
  - ☐ • Agendas
  - ☐ • Receipts envelope
  - ☐ • Sway

**1 month before the event**

- ☐ Weekly Meetings with team
- ☐ Create a Checklist of what you need to pack for the event(keep adding to it as the event gets closer)
  - ☐ • Start creating a pile of things that you need to go with you(in one spot) so it is ready to g
  - ☐ • Start tracking registrations each day, canceling duplicates, and double-checking payments
  - ☐ • Develop your event staff team assignments
  - ☐ • Assign Team members
  - ☐ • Program Run Sheets
- ☐ Emergency & backup plans

**2 Weeks Before Implementation (STOP PLANNING NO NEW IDEAS)**

- ☐ Site Materials and Equipment to event location
- ☐ Final Meal Count Emailed
- ☐ Final Registration List
- ☐ Final Rooming List Emailed
- ☐ Create Master Notebook
  - ☐ • Run registration
  - ☐ • Run Balance Due List
  - ☐ • Run Copy of invoices by number
  - ☐ • Copy of all materials
  - ☐ • checklist
  - ☐ • Any details lists or reports to make section function

**3 Day before Event-Last Minute Developments**

- ☐ Double Check registration list
- ☐ If possible, go over instructions with the team, if not, email them all instructions
- ☐ Double check To Do List and make sure everything pre-event is complete
- ☐ Walk through the event in your head, thinking about challenges and solutions- make a contingency list so if the needs arise you can quickly refer to the list address it
- ☐ Preload any presentations onto the computer
- ☐ Send out arrival, venue, and last-minute information to registrants

**1 day before the event**

- ☐ Get out your master notebook and follow your checklist
- ☐ Ensure all necessary AV equipment is in place and functioning correctly
- ☐ Have orientation meeting and walk through with the team
- ☐ Double-check that everything is set for each transition at least one hour before the transition happens to make sure everything is set

**After the Event)**

- ☐ Debriefing Meeting
- ☐ Equipment replacement and repair
- ☐ Post-event pics social media
- ☐ Post documents
- ☐ Post-production if not done onsite
- ☐ Write thank you letters to speakers and volunteers who helped
- ☐ Make final payments to vendors
- ☐ Turn in all receipts
- ☐ Submit an Honorarium request to the treasury
- ☐ Finish Budget with actuals sure to add your checklist anything you think you might have missed so you have it for the next year
- ☐ Be sure to put your master notebook in order for the next year

# 5 Steps to Successful Event Planning



## Ask Questions & Establish Goals

Prioritize the necessary considerations before proceeding with your planning. Take a moment to consult with the individuals aiding you in hosting the event and address several key questions.



## Create A Timeline Plan

With your expectations and goals established, it's time to start planning. Take the next step by creating a detailed timeline that outlines all necessary tasks leading up to the event. This will help ensure that everything is accounted for and on track for a successful outcome.



## Establish A Team & Assign Roles

Well done on finishing your plan! The next move is to gather a team to help you accomplish your goals. Don't be afraid to ask for help and share responsibilities with your team members.



## Follow-Up Until The Event

Congratulations! You have successfully created your timeline and execution plan. Now comes the crucial part – follow up! It is essential to follow up on every task that is pending on the timeline plan/execution checklist until the event. This will ensure everything is completed on time.



## Execute, Enjoy, & Review

It's time to celebrate! Your dedication and effort have paid off, and now it's time to bask in the success of the event. Utilize your event checklist all the way through your event to ensure not missing any details. Remember to be present and attentive to any inquiries from guests. Most importantly, don't forget to enjoy this moment! Plan your work and work your plan from beginning to end and you will have a successful event. Afterwards make sure you review, revisiting each part of your program, then revise accordingly for your next event.



# The Team



## Tracy Wood

Dr Tracy Wood is the Director for Youth, Young Adults and Adventist Christian Fellowship for the North American Division.

Able to juggle a seemingly endless list of tasks, Tracy credits his success to God and good planning. He is one of the church's top advocates for the ACF Ministry.



## Ron Pickell

Known to many as the "grandfather" of Public Campus Ministries, Dr. Ron Pickell serves as the pastor for Life Adventist Church just off the campus of UC Berkeley. While he didn't create Public Campus Ministry in the Adventist Church, Ron perfected it and has been one of its leading advocates for over 30 years.



## Don Keele, Jr

Pastor Don Keele, Jr is the Director of Young Adults and ACF Ministries for the Georgia-Cumberland Conference. Pastor Don also serves as the Recording Secretary for the NAD PCM committee, as well as the ACF Core Team and ACF Advisory Board, helping build ACF structure at the conference level.



## Natasha Richards

Pastor Natasha Richards left full-time ACF Campus Ministry to pursue her MDiv at Andrews University, yet while there, has developed the ACF Training Center for seminarians. She also serves on the ACF Core team and ACF Advisory Board and is an event planner with over 20 years of experience in event planning. If you want to get pumped about ACF, call Natasha.



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