

GCFA

UPDATED 2022

POST-EVENT CHECKLIST

1

DID THE PROGRAM STAY WITHIN BUDGET?

- Review and audit the event expenses.
- What changes can we make to lower expenses next year?
- What expenses were not planned for this year that need to be added to next year's budget?

2

REGISTRATION WEBSITE

- What changes need to be made to the registration website?
- Is there any additional information that we should collect that would have been helpful?

3

HOTEL

- How many rooms do we need to increase/decrease for next year?
- What changes to the meeting space and production will make the event run more smoothly?
- What changes to the contract do we need to make that would have been better for the event?
- Was the location of exhibit space convenient to the meeting space?
- What changes to meals (guarantees, dietary needs, times and quantity) do we need to make?

4

POST EVENT MEETING

- What are the results of the attendee post event survey?
- What worked well?
- What needs improvements?
- What challenges do we need to overcome before next year?
- How can we improve on-site registration next year to be more efficient?
- Were attendee problems and complaints handled properly or what can be done better?
- What have we learned that we need to improve on next year to have a more successful event?
- What have we learned that we do not need to repeat next year to have a more successful event?
- Do we need to add different staff/volunteer positions to make our meeting more successful next year?
- Are there additional vendors we should hire next year to have a more successful event?

HYBRID-VIRTUAL EVENT SERVICES

More than a quarter of all future meetings will be hybrid. Are you prepared to make your next event the best ever?

Planning an annual conference or large event can be difficult. It's even more difficult when you have to accommodate both in-person and virtual attendees. UMC Support's certified Meeting Planning team is here to partner with you and ease your planning burdens by providing:



EVENT
PLANNING



EVENT
MARKETING



EVENT
PRODUCTION

OUR APPROACH INCLUDES:

- Step-by-Step Logistical Navigation with Your Team
- Professional Branding for Your Meeting
- Digital Registration for Easier Administration
- Tools and Technology to Make Your Meeting Seamless
- The Peace of Mind of Having a Certified Partner on Your Side

A lot goes into creating the perfect hybrid or virtual event - especially working within a ministry budget. UMC Support offers the quality, affordable, church-specific event planning you need to provide a meaningful and fruitful experience for all your guests.

EVENT PLANNING

- Pre-event RFP
- Agenda Creation
- Speaker Coordination
- Specialized Online Registration
- Post-event Billing and Invoicing

EVENT MARKETING

- Graphic Design for Your Channels
- Personalized Event Branding
- Custom Event Website
- Tailormade Campaign Materials
- Theologically Driven Messaging

EVENT PRODUCTION

- Individualized, Integrative Design Solutions
- Vendor Coordination - In-Person and Online
- Comprehensive Event Production and Scheduling
- Technology and Audio/Visual Troubleshooting
- Onsite Professional Staff

**FOR MORE
INFORMATION**

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