

SPECIAL SERVICE & EVENT SAFETY PLANNING WORKSHEET

Purpose: A practical planning tool to help churches identify changes from normal operations, assign responsibilities, address non-routine hazards, and coordinate ministry and safety needs before special services and events.

IDENTIFY WHAT IS DIFFERENT → DETERMINE WHAT IT CHANGES → ASSIGN RESPONSIBILITY → VERIFY READINESS

1 | EVENT INFORMATION

Event / Service Name

Date	Event Start Time	End Time	Location(s)
Event / Ministry Lead		Planning Coordinator	
Safety / Security Point of Contact		Expected Attendance	Typical Attendance for Comparable Service / Event
Planning Date		Final Review Date	

Has this event been held at this location before?

☐ Yes ☐ No

Is this event substantially different from normal church operations?

☐ Yes ☐ No

2 | WHAT IS CHANGING FROM NORMAL OPERATIONS?

Identify areas where this service or event differs from normal operations. Describe the change and determine whether action is required.

Operational Area	What Is Different?	Action Required?	Owner
Schedule / Order of Service		☐ Yes ☐ No	
Attendance / Guest Profile		☐ Yes ☐ No	
Facility / Room Use		☐ Yes ☐ No	
Entrances / Exits		☐ Yes ☐ No	
Parking / Traffic		☐ Yes ☐ No	
Seating / Overflow		☐ Yes ☐ No	
Children / Youth		☐ Yes ☐ No	
Ushers / Greeters		☐ Yes ☐ No	
Safety / Security		☐ Yes ☐ No	
A/V / Production		☐ Yes ☐ No	
Food Service		☐ Yes ☐ No	
Vendors / Contractors		☐ Yes ☐ No	
Other		☐ Yes ☐ No	

Planning Note: A change from normal operations is not automatically a problem. It is a prompt to determine whether normal procedures, staffing, facilities, or safeguards need to change with it.



NON-ROUTINE CONDITIONS & HAZARDS

3 | NON-ROUTINE CONDITIONS & HAZARDS

Identify activities, equipment, attendance patterns, facility changes, or other conditions that differ from normal church operations.

ATTENDANCE & ATTENTION

- ☐ Unusually large attendance
- ☐ VIP / high-profile guest
- ☐ Demonstration / protest / elevated attention
- ☐ Unusual arrival or departure pattern

EQUIPMENT & ACTIVITIES

- ☐ Cooking / food service
- ☐ Open flame / candles
- ☐ Generator / temporary electrical equipment
- ☐ Propane / fuel
- ☐ Inflatable / recreational equipment
- ☐ Contractor / vendor activity
- ☐ Other unusual equipment or activity

FACILITY & ACCESS

- ☐ Outdoor activities
- ☐ Temporary structures / tents
- ☐ Changed entrances or access points
- ☐ Changed parking / traffic patterns
- ☐ Temporary or overflow spaces
- ☐ Children outside normal ministry areas

ENVIRONMENTAL & LIFE SAFETY

- ☐ Severe-weather exposure
- ☐ Medical considerations
- ☐ Emergency vehicle access affected
- ☐ Other: _____

4 | CONDITION → CONTROL → OWNER

For each condition identified above, determine what action or control is required and assign responsibility.

Condition / Hazard	Action or Control Required	Responsible Person / Team	Status
			☐ Complete
			☐ Complete
			☐ Complete
			☐ Complete
			☐ Complete

Do any identified conditions remain unresolved? ☐ Yes ☐ No — Carry forward to the Planning Escalation Review on Page 4.

5 | PEOPLE, ACCESS & MOVEMENT

Review how people will enter, move through, and leave the event environment.

Primary Guest Entrance(s):

Restricted / Closed Entrance(s):

Overflow / Alternate Areas:

Parking / Traffic Changes:

Pedestrian Considerations:

Restricted / Backstage / Vendor Areas:

Post-Event Departure Considerations:

Could any planned change interfere with emergency egress, emergency vehicle access, or responder access? ☐ Yes ☐ No — Identify corrective action below.

Corrective Action / Owner:

Status: ☐ Resolved ☐ Unresolved — Escalate



MINISTRY & EMERGENCY COORDINATION

6 | CHILDREN & VULNERABLE PERSONS

Are children or youth expected?

☐ Yes ☐ No

If yes:

- ☐ Normal check-in / check-out procedures remain in effect
☐ Normal staffing / supervision remains in effect
☐ Children remain within normal ministry areas
☐ Temporary or alternate ministry areas will be used

- ☐ Outdoor activities are planned
☐ Reunification arrangements require modification
☐ Other special consideration: _____

Does this event require an exception or material change to established children's ministry safety procedures?

☐ Yes ☐ No — Ministry leadership review required.

Required Action / Owner: _____

7 | MEDICAL, FIRE, WEATHER & EMERGENCY READINESS

Confirm that existing emergency capabilities remain workable under the event configuration.

- ☐ AED remains accessible
☐ First-aid resources remain accessible
☐ EMS access is maintained
☐ Fire extinguishers remain accessible
☐ Required exits and egress paths remain usable
☐ Severe-weather shelter remains adequate for anticipated attendance
☐ Weather monitoring responsibility has been assigned when applicable
☐ Emergency communication methods are available
☐ Emergency vehicle / responder access is maintained
☐ Assembly / reunification needs have been considered

Do normal emergency procedures remain workable under the planned event configuration?

☐ Yes ☐ No — Additional planning required.

Modification / Corrective Action: _____

Owner: _____

Status: ☐ Complete ☐ Open

8 | MINISTRY & OPERATIONAL COORDINATION

Identify required actions, responsible teams, and confirmation status.

Function	Requirement / Assignment	Responsible Person / Team	Confirmed
Event / Ministry Lead			☐
Ushers / Greeters			☐
Safety / Security			☐
Children / Youth			☐
Parking / Traffic			☐
A/V / Production			☐
Facilities			☐
Food Service			☐
Medical			☐
Other			☐

9 | COMMUNICATIONS & PRE-EVENT BRIEFING

Primary communication method during event: _____

Backup communication method: _____

Who may make operational changes during the event? _____

Who contacts 911 when emergency assistance is required? _____

Who meets / directs responding emergency personnel? _____

Pre-event briefing required?

☐ Yes ☐ No

If required: Date: _____ Time: _____ Location: _____

Briefing Lead: _____

Briefing Completed: ☐ Yes ☐ No



ESCALATION & FINAL READINESS

10 | PLANNING ESCALATION REVIEW

Additional planning or leadership review should occur when normal procedures cannot adequately address an identified condition or when a material safety issue remains unresolved.

Has the planning process identified any of the following?

- ☐ Normal emergency procedures will not work as intended
- ☐ Emergency exits, egress, responder access, or emergency vehicle access are affected
- ☐ Significant attendance, crowd movement, parking, or traffic concerns remain
- ☐ Significant changes to children's ministry safeguards are required
- ☐ Temporary structures, fuel, generators, open flame, or unusual equipment require further review
- ☐ Severe-weather exposure requires additional planning
- ☐ A credible security concern, protest, threat, or elevated attention requires additional coordination
- ☐ VIP / high-profile attendance requires special coordination
- ☐ Law enforcement, fire, EMS, contractor, venue, or other outside coordination may be appropriate
- ☐ A required responsibility remains unassigned
- ☐ A required safety measure remains unresolved
- ☐ Leadership determines additional planning is warranted
- ☐ None of the above

11 | PLANNING DETERMINATION

Select the determination that best reflects the current planning status.

☐ STANDARD PLAN

Identified changes can be addressed through normal ministry procedures and the assignments documented in this worksheet.

☐ ENHANCED PLANNING REQUIRED

One or more conditions require additional coordination, documentation, assessment, or leadership review before the event.

☐ DO NOT PROCEED AS CURRENTLY PLANNED

A material safety issue remains unresolved. Modify the event plan, obtain appropriate leadership review, and reassess before proceeding.

Additional Planning / Leadership Direction:

Responsible Person: _____ **Target Completion Date / Time:** _____

Resolved:

☐ Yes ☐ No

12 | FINAL READINESS REVIEW

Before the event, confirm:

- ☐ Significant operational changes have been identified
- ☐ Identified non-routine conditions have been addressed
- ☐ Required responsibilities have been assigned
- ☐ Necessary ministry departments have been coordinated
- ☐ Emergency procedures remain workable or required modifications have been documented
- ☐ Required leadership review has been completed
- ☐ Required personnel have been briefed
- ☐ Outstanding issues are documented below

OUTSTANDING ISSUES / FINAL NOTES

PLANNING REVIEW RECORD

Planning Coordinator	Name: _____	Signature / Initials: _____	Date: _____
Event / Ministry Lead	Name: _____	Signature / Initials: _____	Date: _____
Safety / Security Review — if required	Name: _____	Signature / Initials: _____	Date: _____
Leadership Review — if required	Name: _____	Signature / Initials: _____	Date: _____

