

MONTHLY CALENDAR CHECKLIST

MONTHLY EVALUATION

- Review last/current month
 - How was pace?
 - What did we do that we shouldn't have?
 - What should we have done that we didn't?
- Document findings

UPCOMING MONTH

- What calendar changes need to be accounted for?
- What has changed within church or community that may impact scheduled event?
- What needs to be done this week to be ready for next month?

UPCOMING QUARTER

- Quickly review of events in upcoming quarter
- What has changed within church or community that may impact scheduled event?
- Does anything need to be done this week that isn't already being Done?

ANNUAL FORECASTING

- Update staff vacation/time-off (especially for weekends)
- Make adjustments for known changes