

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