

# CHECKLIST FOR UPGRADING UP A CHURCH



Before we start to look at your project in detail, there are some key things you need to think about first. Use this checklist to get the ball rolling.

## 1 THE PROJECT

- Is this the first time you've undertaken a project like this? Yes ☐ No ☐
- Is this the first stage/part of a bigger project? Yes ☐ No ☐
- Will the installation be permanent ☐ temporary ☐ or re-locatable ☐?
- Will the space be used for a specific purpose only ☐ or for a variety of purposes ☐?
- Are you working with an architect? Yes ☐ No ☐
- Do you have detailed plans and specifications? Yes ☐ No ☐

## 2 THE PREMISES

- Where are you located? .....
- Do you own ☐ or lease ☐ the premises?
- Are the premises purpose built ☐ or renovated ☐?
- Do you require landlord approval? Yes ☐ No ☐
- Do you require Council approvals? Yes ☐ No ☐

## 3 THE SPACE

- What are the dimensions of the project space?
- Overall room size: Width ..... Depth ..... Ceiling height .....
- Stage size: Width ..... Depth ..... Height to ceiling .....
- Stage location: .....

## 4 THE POWER

- Do you have three phase power installed by a certified electrician? Yes ☐ No ☐
- Is there enough incoming power available? Yes ☐ No ☐
- Where is the distribution board located? .....

## 5 THE BUDGET

- How much have you allocated for this project? \$.....
- How did you arrive at this budget?
- It's based on the cost of a similar project ☐
- We did some online research ☐
- We talked to some suppliers who gave us ballpark figures ☐
- It's a number we thought we could afford ☐
- It's a complete guess ☐
- Other.....

## 6 THE TIME FRAME

- By what date do you want the project completed? .....
- What did you base that timing on?
- The time it took to complete a similar project ☐
- We want it ready for a specific event ☐
- No particular reason ☐
- Other .....