

Event Name _____

Guest Speaker: _____

- If compensated-W-9 completed (must be completed prior to ck processed)
- Check request completed (allow 3 wks)
- Recording Event
- Media Release form signed
- Approved by Diocese

Staffing Needs - Please continue names and list responsibility on separate sheet if needed

- Audio/visual equipment Who: _____
- Chair Persons (i.e.; treasurer, take down, cashiers, cooks, etc)

- Chaperones Who: _____
- Childcare Who: _____
- Photographer Who: _____
- Drivers Who: _____
- Other Who: _____

Type of Event (check all that apply)

- Fundraiser (Fund Raising Request form needed)
- Committee/organization meeting
- Community developing/growing
- Involves children (See Parish Admin. Assist Re: LoSec needs)
- Educational
- Liturgical
- Musical
- Rental (Facility Usage Agreement needed)
- Other _____
- Other _____

Marketing/Advertising/Presentation/Printed Material (Media preparation) – Admin staff involved in planning

Marketing/Advertising:

- Who is responsible for graphics if needed? _____
- Who is responsible for content? _____
- Who has final approval? _____ Date to be completed by: _____
- Where to promote? (Mass announcements will be coordinated by the liturgist.)
- Web Bulletin Church stand Newsletter Facebook E-mail Church Screen
- Twitter Compass Yard Signs Libal Sign Other _____

Presentation/Programs:

- Who is responsible for preparing presentation? _____
- Power Point DVD Handout Other _____
- Who is responsible for preparing program? _____
- Who has final approval? _____ Date to be completed by: _____

Printed material:

- Who is responsible for formatting and/or printing material? _____
- Registration sign up form Programs # needed Presentation handouts # needed
- Name Tags Invitations Other _____

Draw/describe special setup

- Check complete as needed:**
- Purchase Order(s) W-9
 - Check Request(s) Calendars
 - LoSec
 - Fund Raising Request Form
 - Facility Usage Agreement

- Office Use- Distribution list as needed**
- Bookkeeper
 - Business Manager/Dev. Dir.
 - Communication Coordinator
 - Maintenance
 - Parish Administrative Assistant
 - Receptionist
 - Staff Liaison in charge of event