

EVENT PLANNING

Date

Event Name: _____

Contact Person: _____ Phone No.: _____

Staff Liaison Assigned: _____

Organizing Group/Committee: _____

Reserved Rooms:

- Cafeteria Church Day Chapel 1 Day Chapel 2 Gathering Area GA Kitchen
Greeting Area FAC Family Room Parish Hall 1 Parish Hall 2 POD
School Welcoming Center

Calendars Required:

- Master Calendar Event Calendar (Do not book setup/take down times on Event Calendar)

Number of people expected: _____

Date and time of event: Date: _____ Start time: _____ Estimated end time: _____

Setup and take down time: Setup: _____ Take down: _____

Registration Needs

Yes No Is registration needed? If yes will fee be charged? Yes No If yes how much?
Registration to be done by (check all that apply): Paper WeShare Phone call

Audio/Visual

- Church AV
Gathering Area AV
Day Chapel AV
Welcoming Center AV: DVD Player Portable TV Projector Screen

Door unlock needs

Exterior: Standard time: 15 minutes prior to event start time/15 minutes after scheduled event start time
Nonstandard door time - Start _____ to _____

- WC Main A WC North A WC East FAC KEY ENTRY ONLY DOORS:
WC Main B WC North B School East Main Church
WC Main C WC North C School Main North Church
South Church

Interior: Door time - Start: _____ to _____

- WC Elevator WC-School (upper level) School/FAC
School Elevator WC-Cafeteria (lower level) Cafeteria

Hospitality needed (purchase order may be needed)

- Food will be served The food will be: Supplied by parish Catered Pot luck
Coffee/Water
Juice

Needed Supplies

- Cash boxes # needed Other
Cash collection bags Paper flip board
Easel Pencils
Laptop computer Petty cash/starting cash-ck request required-allow 3 wks
Markers Note paper
Microphone White board

Room Setup - Please diagram on reverse side or separate sheet if special setup

- Regular setup (nothing needed) Round tables #
Special setup (see setup instructions) Long tables # 8 ft # 6 ft
Chairs #

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 (Is performance/copy right license in place?)
- Rental (Facility Usage Agreement needed)
- Movie (Is performance/copy right license in place?)
- 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