

Event Checklist

STAFF RESPONSIBILITIES:

- Find and book time and space on the church calendar, making sure to look for nearby events, holidays, or situations that may pose a problem to solve. (Solve them.)
- If event includes Mass, fill out the Liturgy Planning Form on the T-drive (T:\Liturgy\Liturgy Planning Forms) and confirm with worship coordinator
- Determine needs for and arrange:
 - office supplies: nametags, paper, pens, dry erase, projector, microphone, etc.
 - keys, doors, security
 - hospitality items: tablecloths, paper goods, food, drink, decorations, signage, furniture placement
 - liturgical items: blessings, sacramentals, furniture, vessels, garments, etc.
 - music
- Submit your physical set-up plan to the maintenance staff. Discuss with them too if possible.
- Recruit, train, and thank volunteers.
- Edit and submit bulletin articles to Odell (deadline Tuesday at 12 noon); submit social media info to Marian. Consider appropriate timing for advertising – about 4 weeks out for medium events, 6 weeks for large events.
- Consider if the archbishop, priests, or deacons will be incorporating this event into their liturgies/lives at all. Make that plan with them. Repeat it to them; reinforce it often.
- Write and submit brief announcement and/or prayer intention for Mass if appropriate. (deadline Wednesday at 5 PM)
- Stay alert for new ideas that would benefit your group and/or help you serve others. How can this event benefit someone additional to the initial group? Who else should be invited/ included?
- Take care of your monetary income and outgo. Request change box in advance.
- Pray!

VOLUNTEERS:

- Doors:** Check on plan for keys or opening and securing of doors.
- The Calendar:** make sure your event is on the calendar accurately. It can be found at cathedral.aod.org. Connect with your staff liaison (not a priest) if it is not.
- Set-ups:** give staff liaison explicit instructions for your set-ups, at least 10 days in advance of your events. (15 days for large events. If you have a monthly event, please write out all the dates of your event. (ex. July 24, August 28, September 25, etc.) Go ahead and double-check that calendar.
- Advertising:** Anything that you would like published in the bulletin needs to be submitted in writing (email) by Tuesday at noon. Articles may be run up to 4 times, though we do prefer just 2 or 3. Occasional requests for Mass announcements may be submitted by Wednesday at 5 PM the week before. Email or write all info. Submit Facebook info to Marian. Major holidays do bring changes to the deadlines also.
- Litter, Lights, and Locks:** Please try your best to leave the facility in at least as good of shape as you found it. This especially includes any food messes. Please turn off all lights and double-check all doors. When in doubt, please make our grounds more secure rather than more vulnerable. If you notice a problem – something broken, missing, or otherwise quite wrong, please advise your staff liaison as soon as prudently possible.