

Event Checklist

6 – 8 WEEKS AHEAD (or longer)

- Coordinate with Task Force Leader or Rector about the event.
- Determine from the bookkeeper if there is a budget for your event. If not, the event committee will be responsible for all costs.
- Determine date, time, and place of the event. Check with Kara about the calendar.
- Determine contact person for the event, as well as preferred method of contact. Email? Phone?
- Determine admission cost, if any. Are you selling tickets? Or will there be an offering?
- If the event is associated with an outside organization, determine marketing materials available from them (posters, cards, photos, brochures, etc.)
- Determine if nursery will be needed. Let Dee Goehring know as soon as possible. Fill out her request form.
- Determine if food will be served. The event committee is responsible for all food purchasing, preparation, and cleanup.
- Determine what A/V will be needed: microphone, podium, screens, projectors, etc. Contact Michael Barnhart or Kara Wilson.
- Determine if music will be needed. Need choir or musicians? Contact Director of Music as soon as possible.
- If having a speaker, determine what is needed: honorarium, lodging, transportation, book/CD/DVD sales, etc. The event committee is responsible for arranging all the speaker's needs. Coordinate with bookkeeper about budget and payments.
- Determine if safety & security will be needed. Contact Harris Jordan to schedule.
- Is this a service? Will you need a crucifer, ushers, greeters, readers, acolytes? Will you be finding these folks, or does Kara or the receptionist need to contact the worship serving list?
- If this will be in the church, do you need candles? Communion set up? Bulletins? Tower bells?
- Will clergy be needed? What for? Sermon? Remarks? Prayer? Announcements? Eucharist?
- If the event is outside of normal hours, who will open and close the building or church? You will need to contact Angela if staff is needed to open & close.

4 – 6 WEEKS AHEAD

- Meet with Kara to develop marketing plan. All of the above information MUST be determined before this meeting.
- Marketing tools available free of charge:
 - a. Posters for church campus
 - b. Inclusion in the eblast – up to 4 weeks ahead of your event. The eblast entry can include website links, photo, and video. It can change each week. There is a weekly all church eblast each Friday. We can also do a targeted eblast (to women, men, etc.) on a mutually decided upon schedule.
 - c. Inclusion on the Back of the Bulletin – up to 3 weeks ahead of your event. This will be a short entry, showing date, time, place, and very short description. Can include contact information.
 - d. Ad in the bulletin – these are done on a space available basis, but not more than 3 -4 weeks prior to the event. The ads are at the discretion of the Rector.
 - e. Handout cards – postcard sized cards that can be handed out to the congregation at the end of Sunday services or distributed off campus to non parishioners to give a personal invitation to the event. We are limiting these to larger events, so as to keep from handing out cards after every service.
 - f. Announcements during services – these are at the discretion of the clergy. Send in announcement information to Kara Wilson a week prior, to be considered for inclusion.
 - g. Slide for the pre-service slideshow on livestream, and the TV in the front office window.

Information, design, and photos & videos should be given to Kara as early as possible. Kara will work with you to design posters and handout cards. The same ad/info can be published each week, or the information can change. However, all changes MUST be sent to Kara NO LATER than 8 am on Monday for Sunday bulletins, eblasts, posters, and handout cards.

Event Registration: we can set up registration and payment of registration fees through Realm.. Please let Kara know that you need online registration.

2 – 3 WEEKS AHEAD

- Speak to Angela Stanley about room setup. Angela and the Sextons are responsible for the following:
 - a. Tables: ten-foot long tables in the Kinloch Room, 8 ft rounds in the Chapel
 - b. Chairs
 - c. Linen tablecloths are available. The event committee will need to wash them after the event, or pay Angela to wash them.
 - d. Coffee and water are available for your event
 - e. Coffee urns and pitchers are available in the kitchen
- Angela needs a plan/drawing (nothing elaborate) of how the room should be setup, to include tables, chairs, serving tables, check-in table, podium, musicians, etc.
- Event Committee is responsible for the following, unless told otherwise:
 - a. Paper Products, to include, plates, cups, napkins, plastic silverware
 - b. Drinks other than coffee or water: lemonade, tea
 - c. Table decorations/centerpieces
 - d. Tablecloths, if not using and washing the linen ones
- The committee should be recruiting volunteers to help with the event, and food preparation, setup and cleanup at this time. Links to a SignUp Genius can be included in eblasts to assist with this.
- Let Kara know when the kitchen will be occupied for food preparation, to avoid scheduling conflicts.
- Confirm with Harris Jordan about safety & security arrangements.

1 WEEK AHEAD

- Double check with Angela regarding the room setup.
- A list of online registrations, if used, can be obtained from Kara.
- Coordinate with the bookkeeper if a cash box will be needed. Determine how any cash will be collected and secured until turned in to the bookkeeper. The safe in the workroom has a deposit slot.
- Let Kara know if you need a Donation sign and basket.
- Send Kara information for the verbal announcements during the services, if desired.
- Check in with your volunteers to make sure everyone is aware of the schedule before, during, and after your event.
- You may want to test the A/V equipment, to be sure all is working properly.
- Check in with Matthew, if music has been arranged.

AFTER THE EVENT:

- Clean up kitchen immediately after the event, to include disposing of all used paper and foil products, emptying and washing all coffee urns, pots, and pitchers, and washing any plates, bowls, platters, utensils, etc., that belong in the kitchen.
- Leftover food can be sent home with volunteers, placed in the fridge and marked for staff use, or donated to the homeless.
- Secure all cash collected in an envelope. Place envelope in the safe in the workroom.
- Dispose of all trash and wipe down tables. Please put all recyclables in the blue bins or a separate trash bag.
- Distribute or dispose of all floral arrangements, unless previous arrangements have been made with Angela to keep for another event.
- Wash and return linen tablecloths within 3 days. They may be needed for another event.
- If the event is in the church, collect any paper or other items left in the pews. Place tables and other items in the same place you found them in the narthex and/or in the church.
- If the event is not during regular working hours, turn off lights, lock doors in the church and/or in the Belser & Hewitt Buildings, lock the gates (if open).