

Event Checklist

6 – 8 WEEKS AHEAD (or longer)

- Coordinate with Task Force Leader or Rector about the event.
- Determine from Meredith 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 Trish about the calendar.
- Determine contact person for the event, as well as preferred method of contact. Email? Phone?
- Determine admission cost, if any.
- If event 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.
- 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 Randy Shirley or Trish McGuinn.
- Determine if music will be needed. 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 Meredith about budget and payments.

4 – 6 WEEKS AHEAD

- Meet with Trish and Madison 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. Best if event committee persons do this, offering a personal invitation to the event.
 - f. Announcements during services – these are at the discretion of the clergy. Send in announcement information to Trish McGuinn 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 Trish as early as possible. Trish or Madison 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 Madison **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 the website. However, only people already in the St. Michael's database will be able to register this way. A St. Michaelite can register multiple guests while doing their own registration. If your event is geared toward attracting new folks, such as Alpha, you should probably have them register by sending a message to an email address, or calling the church office. SignUp Genius can also be used; St Michael's has an account.

2 – 3 WEEKS AHEAD

- Speak to Angela Stanley about room setup. Angela and Arthur 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 Trish know when the kitchen will be occupied for food preparation, to avoid scheduling conflicts.

1 WEEK AHEAD

- Double check with Angela regarding the room setup.
- A list of online registrations, if used, can be obtained from Trish.
- Coordinate with Meredith if a cash box will be needed. Determine how any cash will be collected and secured until turned in to Meredith. The safe in the workroom has a deposit slot.
- Let Trish know if you need a Donation sign and basket.
- Send Trish 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 Paul Reese, 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).