EVENT PLANNING

Date

Fillable Form: Resurrection Parish\SharePoint - Documents\Operations\Office Process\EVENT FORM fillable New Version

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	r 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/Automated Lighting Timing Changes/Heating & Air Conditioning Requests

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		*KEY ENTRY ONLY DOORS:*
☐ WC Main B	☐ WC North B	☐ WC East FAC	☐ *Main Church*
☐ WC Main C	☐ WC North C	☐ School East	☐ *North Church*
		School Main	☐ *South Church*

Comments (who): _____

Interior: Door time - Start: _____ to _____

WC Elevator	WC-School (upper level)	School/FAC	Automated Lighting Notes
School Elevator	WC-Cafeteria (lower level)	Cafeteria	Heating or A/C Notes

Hospitality needed (**purchase order may be needed**)

☐ Food will be served   The food will be: ☐ Supplied by parish   ☐ Catered   ☐ Pot luck

☐ Coffee/Water

☐ Juice   Parish Admin communicate with Kitchen Supply Person

Alcohol will be served   (complete Part C in Alcohol License 4 weeks prior. Click here for Alcohol License Form.)

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