

Event Checklist

Updated October 25, 2007

What is the event?

Who was the previous chairperson?
Contact them to get previous notes, tips or advice they can offer.

When is the event?

Have Marie Holohan (mholohan24@yahoo.com);
Father Mike Mellone (mmellone@adwparish.org) and
Ms. Kathy Kilty (standrew20902@yahoo.com)
been consulted?

Where is the event to be held? On site or Off site? If on site where in the school or church will the event be held?

If held in the school, who is responsible for the:
key reservations?
Clean up?
Lock up?

Who is invited from the Administration/ Rectory? Has that invitation(s) been extended? Possibly send a "save the date" card.

Who is the targeted audience and are there any schedule conflicts with this group?

What are the supplies that are need
a. Are these things supplied by the school/Parish or by the sponsoring group?
b. If purchasing any materials, tangible goods etc. make sure to give the vendor, retailer, merchant etc. the Church/School's tax exempt ID number.
This allows no tax to be charged for the goods.

Have you considered the importance of advertising? It is best to start advertising sooner than later. A suggested advertising time table is 45 days prior to the event, or the 15th of the month prior to the event to ensure that all advertisements are in the following parish/ school publications.

Have the advertising materials (flyers) been viewed and approved by Ms. Kilty or Fr. Mike?



Have you advertised in Thursday Notes? If so, then you want to then contact Mrs. Gloria Hosinski (standrew20902@yahoo.com). This request must be submitted by Wednesday at noon the day prior to Thursday notes behind posted on the school website



Are you advertising in the Parish bulletin? If so contact Marie Holohan (mholohan24@yahoo.com) the Monday prior to the Sunday bulletin being posted on line.



If appropriate, consider placing signs announcing the event on the circle driveway, in front of the school, and various locations within a 2 mile radius of the school/parish.

Consider sending this information to the Faith Formation classes. If so contact Mrs. Mary Tull (standrewreled@yahoo.com).



If appropriate, consider placing an advertisement in the Catholic Standard, Gazette newspapers, and other local churches' bulletins, etc.