



Ministry Event Checklist

Ministry: _____

Event: _____

Date: _____

- Complete Event Planning Form**
 - Submit 6 weeks prior to event
 - Sunday recap group will review and approve at Monday morning meeting
 - If fundraiser- meet with Pastor & Business Manager re: distribution of proceeds
- Submit Bulletin Announcements**
 - Due 10 days prior to publication date
 - Begin announcements one month prior to event
 - Request cover for the week prior to event
- Submit Pulpit Announcements**
 - Due Thursday at noon for the following Sunday
 - 2 weeks prior to event –run pulpit announcement only if representatives are available after Mass for information and/or registration
 - 1 week prior to event – run pulpit announcement
- Arrange Liturgical Considerations**
 - Procession (banner, etc.)
 - Environment (any special altar décor)
 - Music
 - Speaker at Mass (optional)
 - Arrange 2 weeks prior to Mass
- Produce Promotional Flyer**
 - Bulletin- replace bulletin announcement with flyer 2 weeks prior to event
 - Vestibule- ongoing for one month prior to event
 - Welcome Table-ongoing for one month prior to even
 - In-Pew card(option) in place of flyer in the bulletin
- Ticket Sales/Registration Tables (Friendship Sunday)**
 - Every Sunday for one month prior to event
 - Make arrangements for Saturday and Sunday 5:15 and 12:30 Masses
- Determine/Solicit Event Volunteers-(one month prior to event)**
 - Set up
 - During event
 - Clean up
- Determine Additional Resources- (one month prior to event)**
 - Sound & Lighting
 - Rentals
 - Catering
 - Donations

□ **Additional Publicity and/or Community Outreach**

- **OLA Website**
 - Post notice at least one month in advance
- **E-mail**
- **OLA School Packets (Tuesdays)**
- **SBHS Newsletter**
- **Personal Phone Calls**
- **Mailings**
- **Facebook**
 - Post announcement on **OLA Group Page** every week for one month prior to event
- **VC Star-** submit materials to Event Coordinator
 - Saturday Religion Briefs-requires 3 week lead time
 - Wednesday Communities Section Ad – if budget allows- 3 week lead time
- **CAPS (Channel 6)PSA** submit request to Event Coordinator
 - Deadline is 10 days prior to event
- **Other Parishes**
 - Submit bulletin announcements if appropriate (contact information available in the business office)

□ **Analyze Income/Expense Results**

- Complete Event/Program Recap form
- Turn in to business office