

Sunday Experience Checklist

Event: _____

Date: _____

Special Additions to Liturgy

- Ushers Notified
- Deacons/Priests Notified
- Environment Notified
- Coordinator _____

Marketing/Publicity

- Bulletin Announcements Date(s): _____
- Pulpit Announcements Date(s): _____
- Flyer/Insert Date(s): _____
- Bulletin Cover Date(s): _____
- CAPS Date(s): _____
- VC Star Date(s): _____
- OLA Website Posting Date(s): _____
- E-mail (Ministry leader, other) Date(s): _____
- Personal Phone Calls Date(s): _____
- Mailings Date(s): _____
- Facebook Posting Date(s): _____
- OLA School Packets Date(s): _____
- Other Parish Bulletins Date (s) _____ Parish(s) _____

Friendship Sunday Considerations

- Friendship Sunday Team _____
- Décor _____
- Balloons: Yes _____ No _____ Colors: _____
- Special Food/Drink _____

Set Up

- Inside
 - Tables # _____ Type _____
 - Chairs # _____
 - Linens _____
 - Other _____
- Outside
 - Tables # _____
 - Chairs # _____
 - Table Coverings _____
 - Other _____

Signage

Additional Resources Needed

Rentals

- Jolly Jump
- Additional Insured Certificate Yes _____ No _____
- Arrival Time _____ Pick Up Time _____
- Tables # _____ Type _____
- Chairs # _____
- Linens # _____ Type _____
- China # _____ Type _____
- Glassware # _____ Type _____

Catering

- Vendor _____
- Food _____ Drop Off _____ Pick Up _____ Full Service _____

Audio/ Visual

- Sound _____
- Lighting _____
- Projector/Screen _____
- Laptop _____

Collateral Materials _____

Expenses

- Rentals _____ \$ _____
- Catering _____ \$ _____
- Other _____ \$ _____
- _____ \$ _____
- _____ \$ _____
- _____ \$ _____

Volunteers

Set Up

During Event

Clean Up
