|  |  |  |
| --- | --- | --- |
| Date submitted- |  | |
| Event Chair/Co-Chair (Name/Phone/Email) |  |  |
| Ministry |  |  |
| Event/Activity |  |  |
| Event/Activity Date/Time (include set up to final cleanup) |  |  |
| Ministries Involved in Event |  |  |
| Set-up Supervisor (Name/Contact Info) |  |  |
| How many people needed for set-up? |  |  |
| Church Property Needed (i.e. tables, chairs, etc.) |  |  |
| How many of each are needed? |  |  |
| Clean-up Supervisor (Name/Contact Info) |  |  |
| How many people needed for clean-up? |  |  |
| Cash/Money Handling - Who is responsible? (Name/Contact Info) |  |  |
| Cash boxes, change, cc machine needed? |  |  |
| Is Building Access or Restrooms Needed? \_\_\_\_\_\_\_ |  |  |
| If inside monitoring is needed, how many volunteers are needed? |  |  |
| Are Protecting God’s Children trained volunteers required for this event? \_\_\_\_\_. If so, ration 1:6 adults to children. If not, why not? |  |  |
| Is Traffic/Parking Control Needed? \_\_\_\_ If so, who is responsible?  (Name/Contact Info) |  |  |
| Publicity - Dates/Timeline and Where? |  |  |
| Who is responsible? (Name/Contact Info) |  |  |
| What are the deadlines? |  |  |
| Is food involved? |  |  |
| Where is the food from? |  |  |
| Are sanitary conditions met? |  |  |
| Who is responsible? (Name/Contact Info) |  |  |
| Is Parish Staff Involvement Needed? \_\_\_\_\_\_\_  If yes, to what extent? |  |  |
| Permits or outside vendors needed? |  |  |
| Have they been approved by Financial Director? |  |  |
| Are payments or contracts arranged? |  |  |
| What are your deadlines? |  |  |
| If a mass is planned, are the liturgical areas covered (i.e., music, If a mass is planned, are the liturgical areas covered (i.e., music, collections, etc.) |  |  |
| Other |  |  |

November 1, 2022