|  |  |
| --- | --- |
| 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