

Event Planning & Communications Checklist

The Space

- Reserve the space.** Check with Executive Secretary/front office to reserve a room on the master calendar. Have the date, time, and space requirements determined, but be flexible. If you know the setup requirements, tell the secretary and they can add those to the notes of the event.
- Double-check the master calendar to make sure your correct room is reserved on the correct date at the correct time for the correct duration. If you have changes, see front office.
- Relay **setup information** to Facilities Manager. Consider adding setup specifications to the notes of the event on the master calendar if you have not already (see front office). This includes chairs, tables, stages, etc. If you do not contact Facilities Manager directly, make sure to explicitly ask the front office to do so.
- Relay **climate requirements** for the space to Facilities Manager (i.e. ask that the heat/air be turned on for in the space your event will be held). Specify date/time of event and room(s).
- Again, it's good to double-check with the Facilities Manager or front office shortly before the event to make sure the setup and climate requests are good to go.

The People

- Volunteers.** You can do a push for volunteers on your own, or utilize our various communications options. See THE COMMUNICATIONS section for those options, and follow the steps accordingly.
- Photographer.** It is your responsibility to find someone to take pictures at your event. You can always ask the Comm/IT Coordinator if they or one of the Booth personnel (whom the coordinator will contact) are available. If they are not, again, it is your responsibility to find someone. If you need training on the parish camera, contact Comm/IT Coordinator to set up a training session prior to your event, or follow the instructions in the camera bag. Make sure you know where the camera is located (ask Comm/It Coordinator). Ask the front office to reserve the camera on the calendar for your event. Bring a cell phone with a decent camera just in case. If the parish camera is not in its cabinet at the time of your event, that is out of the staff's control, so it is good to have a backup plan.
- Musicians/vocalists.** The Liturgy/Music Coordinator will assist in providing contact information for musicians/vocalists. It is your responsibility to secure someone for your event. For music/sound checklist items, refer to the seventh and eighth items of THE EQUIPMENT section. If you need Booth help for a musical performance in the Sanctuary, look under the "For Booth Help with an Event in the Sanctuary" subsection of THE EQUIPMENT section.
- Booth.** Contact Comm/IT Coordinator *at least 2 weeks prior* to the event. Be prepared to give relevant details of what the Booth work entails: PowerPoint presentation, video, pictures, camera work (live feed), CD, DVD, lighting changes, number of speakers, musical acts, etc. If the coordinator cannot do it, they will ask if any of the trained Booth personnel are available (they will need to be compensated). If no one is available, you will have to find a staff member that is willing to get trained on the Booth equipment before the event and you will need to schedule a time for the training session with the Comm/IT Coordinator. This is also the first point under "For Booth Help with an Event in the Sanctuary" on page 2.

- Speaker/entertainment/guests.** Make sure they're booked and you know their needs. If you have questions about stage/space or equipment, consult with Facilities Manager or Comm/IT Coordinator, respectively.
- Other collaborators.** Anyone else you can think of who needs to be in the know?

The Equipment

- Identify the equipment** you will need for your event and make a list (e.g. TV, computer, DVD player, CD player, microphone, etc.).
- Track down your equipment.** Contact Comm/IT Coordinator if you need help.
- If you are **hooking up a laptop to a TV**, make sure you have the proper cables (either a VGA or HDMI, depending on the laptop's output). Contact Comm/IT Coordinator for help.
- If you **do not know how to use the equipment**, contact Comm/IT Coordinator to set up a training session. Be sure to give the date of your event so you can get trained before the event. The further in advance you schedule this, the more likely you will be able to schedule a session.
- If you are **unsure what equipment you will need** to accomplish your event goals, contact Comm/IT Coordinator *at least 4 weeks before* the event for a consultation.
- If you anticipate **needing more than the one handheld mic in Good Samaritan Hall**, meet with Comm/IT Coordinator *at least 2 weeks prior* to the event to determine proper mic setup.
- If you are bringing a **musical act into Good Samaritan Hall**, meet with Sara *at least 3 weeks prior* to the event to determine the proper sound setup.
- If you are using the **Sanctuary and are not sure about sound**, meet with Sara to discuss your sound requirements and training options *at least 1 week (preferably 2 weeks) prior* to the event. A musical act in the Sanctuary will require a Booth person, so move on to the first and last items of the "For Booth Help with an Event" subsection below.

FOR BOOTH HELP WITH AN EVENT IN THE SANCTUARY:

- Contact Comm/IT Coordinator *at least 2 weeks prior* to the event.** Be prepared to give relevant details of what the Booth work entails: PowerPoint presentation, video, pictures, camera work (live feed), CD, DVD, lighting changes, number of speakers, musical acts, etc. If coordinator cannot do it, they will ask if any of the trained Booth personnel are available (they will need to be compensated). If no one is available, you will have to find a staff member that is willing to get trained on the Booth equipment before the event and you will need to schedule a time for the training session with the Comm/IT Coordinator.
- Meet with Comm/IT Coordinator *at least 2 weeks prior* to the event to discuss the proper timeline for **acquiring the media** and formatting it. If the media won't work, they will work with you to make the content manageable. Also relay **what DVD tracks/videos** to play and when.
- For **camera work details**, let Comm/IT Coordinator know *at least 1 week prior* to the event. You will be responsible for telling coordinator where the live shot will be focused, if it will move, and when it will start and end (verbal or visual cues). Coordinator will determine which camera will

work best for what you want. If a good shot cannot be had, the coordinator will work with you to reconfigure the place of focus.

- Let Comm/IT Coordinator know the **specific sound requirements** *at least 1 week before* the event. Instrument(s)? Vocalist(s)? Ambo? Handheld wireless mic? Wireless lapel mic(s)? Which tracks on CDs to play and when?
- If you are bringing in a **bigger musical act to the Sanctuary**, a Booth worker will be required and you need to meet with Comm/IT Coordinator about sound *at least 4 weeks prior* to the event.
- Let Comm/IT Coordinator know about **lighting** *at least 1 week prior* to the event if there are dramatic lighting changes during the event. Otherwise, let the Booth person know within 30 minutes before the event, or take care of it yourself.

The Communications

- Bulletin:** see Executive Secretary. Be prepared to give all relevant details.
- Loop:** see Comm/IT Coordinator, Executive Secretary, or Liturgy/Music Coordinator. Be prepared to give all relevant details. They will put your request on the planning document, and the liturgy team will review your request at the weekly liturgy meeting (held 2 pm Wednesdays). **Loop requests for the upcoming weekend need to be made prior to the Wed 2 pm meeting.** If a request needs to be made after the meeting, speak directly to Comm/IT Coordinator and they will see if it can be fit in (if the weekend lineup has already been created and is finished, you will not get on the loop for that weekend). If you add a loop request to the planning document yourself, please include your name so we know who to contact for more information.
- Website:** contact Comm/IT Coordinator. Include all relevant information:
 - event title, date, and time
 - description/details of event that can be copy/pasted onto the website (e.g. who is it for, how much does it cost, why should
 - forms that need to be attached (PDF file attached to an email)
 - optional image (JPG or PNG file attached to an email) or idea for image
 - people come, when is registration due, etc.)
- Social media (Facebook, Twitter, Instagram):** contact Comm/IT Coordinator. Include all relevant information:
 - event title, date, and time
 - description/details of event (e.g. who is it for, how much does it cost, why should people come, when is registration due, etc.)
 - optional image (JPG or PNG file attached to an email) or idea for image
 - optional color scheme
 - optional keywords for the feel of the posts (e.g. fun, elegant, modern)
 - optional hashtag ideas

Email blast: contact Comm/IT Coordinator. Include all relevant information:

- date for email to be sent
- who to send email to (All Parish or Religious Education)
- email subject line wording
- event title, date, and time
- description/details of event to be copy/pasted into email body (e.g. who is it for,
- how much does it cost, why should people come, when is registration due, etc.)
- optional image (JPG or PNG file attached to an email) or idea for image
- optional color scheme preference
- optional keywords for the feel of the email (e.g. fun, elegant, modern)

Poster: contact Comm/IT Coordinator. (You're responsible for printing/posting.) Include all relevant information:

- event title, date, and time
- description/details of event
- preferred size of poster
- optional image (JPG or PNG file attached to an email) or idea for image
- optional color scheme
- optional keywords for the feel (e.g. fun, elegant, modern)
- If you feel you need the Coordinator to take care of printing, ask if that is possible and provide the number of copies needed and kind of paper preferred (heavier, regular copy paper, mounted poster board, etc.)

Invite/postcard/tickets: contact Comm/IT Coordinator. Include all relevant information:

- event title, date, time, price of tickets
- Number of invites/cards/tickets
- preferred size of invites/cards/tickets
- description/details of event
- optional image or idea for image
- optional color scheme and/or keywords (e.g. fun, elegant, modern)

For communication requests sent to Comm/IT Coordinator, all of these can be included in one email or covered in one meeting. Make sure you have all details ready to go.