

EVENT PLANNING TOOL (9/21/17)

St. Joseph Catholic Parish

Purpose: Mindful of our Mission Statement, the Event Planning Tool provides a guide for all parish ministries/committees as they plan events and speakers, and serves as a resource for overall parish scheduling. All events will be approved through Pastoral Staff prior to scheduling and/or promotion. The Event Planning Tool, for regularly scheduled events will be resubmitted once a year, or more often if necessary. (ie, Engaged Enrichment)

Contact person, e-mail address & phone number:

Pastoral Staff liaison assigned:

Organizing Committee/Organization:

Name of Event:

Location of event/Room(s):

_____ Reserve Portable Interactive Monitor (PIM)

_____ Reserve Portable Interactive Monitor (PIM) with Laptop Computer

If requesting multiple rooms, list the room you would like the PIM in: _____

Requested date(s)

Start time

End time

Will there be hospitality served? Yes No

What will be served?

Where will it be served?

Who will serve and clean up?

Purpose/Goal /Description of event

Who is the primary 'audience' for event? (all parishioners, community, adults, etc.)

How does the event fit within the mission of the parish? (Strengthens faith, outreach, education, formation)

Is there a promotion plan done (see communication guidelines)? Provide a description or attach if necessary. Promotion may include bulletin, Constant Contact, mailings, pulpit announcements, Facebook

Date submitted to Director of Administration: _____ Submitted by: _____

FOR OFFICE USE ONLY

Date to Pastoral Staff: _____ Approved Not Approved

Date: _____ Signed: _____

If not approved – reason: _____

Room Set Up Forms may be requested from the Parish Secretary for approved events.