



St. Paul's Special Event Checklist

Event _____

Group sponsoring _____

St. Paul's Contact _____

Other contacts _____

Cell phone _____

Email _____

Date _____

- Have you double-checked the date and time with the group associated with the special event?
- Are there any conflicts with other groups in the church regarding space use?
- Have you notified those groups regarding the event?
- Have you reserved the rooms you need with Church office?
- What is arrival time?
- Departure time?
- Where will they eat?
- Where will they sleep?
- Time (including set-up and take-down time):
- Space needed:
- Other special spaces needed (dressing rooms, etc.)

SEXTON HELP [technically, we don't have sexton]

- Have you arranged for set-up
- # Of _____ tables
- # Of _____ chairs
- # Of _____
- Do you need a sexton on site to assist with take-down and clean-up if necessary?
- Who will take out the trash & recycling?

Have you arranged for:

- Heat
- Air conditioning
- For what time? _____
- Who will turn it on and off?
- Who will open special rooms? _____
- Who has the keys? _____

When you leave, are all the doors checked and locked?

- Is the air conditioning or heat off?
- Are all the lights out?
- Is the sound system off?

Ushers & Greeters

- Who will arrange for and organize ushers? & greeters
- Do you need to reserve pews/seats?
- Will you take an offering?
- Who will count and where will the money go?

Do you have a special needs population?

- Wheelchair accessibility
- American Sign Language

Other

Audio and Lighting: Do you need:

- Microphones? hand held? On stand?
 Speakers Other
 Overhead projector LCD equipment
 Video capability TV/VCR

Do you need:

- # of Hymns ____
 The Faith We Sing ____Worship & Song____
 Bibles
 Bulletins/programs How many?____
 Who will do them? _____

PUBLICITY

- Does this event need publicity?
 Have you contacted District UMC's

Print Media

- News Journal
 Crossroads
 News Journal Religion editor
 Transcript

Radio

- WDEL/WSTW, WILM, WJBR
 Faith CITY radio station
 Television, WHY
 Comcast public service

Social Media

- St. Paul's website
 St. Paul's Facebook page
 MOT Facebook page

Will you need the kitchen?

- Food preparation Special Diet_____
 Stove top
 Oven
 Freezer Refrigerator
 Who will oversee kitchen use?
 Phone number
 Who knows how to operate
 - the stovetop
 - the oven
 - the dishwasher Who will clear tables?
 Who will organize food?
 Do you have paper products? **NO STYROFOAM**

PARKING

- Front spaces**
 Back lot