



PARISH-WIDE EVENT OPTIONS

OPTION 1

Time: The first weekend of the Inspiration Phase
Purpose: To generate enthusiasm and ownership
To celebrate parish ministries
To highlight the campaign project
To answer questions and encourage support

OPTION II

Time: During or adjacent to commitment weekend
Purpose: To gather the whole parish for a banquet
To inspire through:

- Testimonials
- DVD
- Pastor's presentation

To receive commitments

OPTION III

Time: Commitment Weekend
Purpose: To provide a social event that will:

- Celebrate parish life
- Be fun
- Have an activity related to the campaign
- Get people to mass

OPTION IV

Time: Celebration Weekend
Purpose: To Celebrate the successes of the campaign

- Involvement
- Better understanding
- Prayer
- Spiritual growth
- Funds raised

EVENT PLANNING WORKSHEET

*"They ate their meals with exultation and sincerity of heart, praising God and enjoying favor with all the people."
(Acts 2:46-47)*

No activity in your campaign has more significance or impact on the success of your campaign than the Parish-Wide Event on Commitment Weekend. It is to be an occasion that should entice everyone to want to attend and, when there, to want to participate financially in the campaign. You are responsible for making the Parish-Wide Event such a moment.

The Event Leader determines, secures, and oversees all of the physical arrangements related to the occasion, such as the place, food, decorations, etc. (The Print Team is responsible for the Invitation to the Event. The Contact Team is responsible for confirming attendance. Father will plan and implement the program.) The following identifies some of the things that need to be considered in planning the occasion.

TO BE DECIDED BEFORE SEEKING A LOCATION FOR THE PARISH-WIDE EVENT:

1. Select the kind of event that will best accomplish your purpose. (Reception, banquet, picnic, etc.)
2. Select the time frame. (Allow an hour for a banquet program. Then add to that the time needed for food service.)
3. Narrow the vicinity. (If away from the parish, it should be within 20 minutes driving distance.)
4. Determine the ages attending. (This will impact the number attending.)
5. Estimate the number to expect. (You must have a working number to determine the room size. Use the following formulas for arriving at a number for a banquet.)
 - *Method 1 – Mass attendance minus children*
 - *Method 2 – 80% of Mass attendance*
 - *Method 3 – 90% of total envelope units*
 - *Method 4 – Combined average of any of the above.*

TO BE CONSIDERED AND NEGOTIATED IN CHOOSING THE LOCATION:

All factors impacting the success of the Event should be evaluated. Discuss and negotiate as many of these as you can before you select and officially secure a place.

1. **ATTRACTIVENESS AND ATTRACTION:** (Will it draw people to attend?)
2. **ACCOMMODATIONS:** (Can it hold the number of people expected?)
3. **SECURITY:** (Will the people feel safe or will security need to be provided?)
4. **ACCESSIBILITY:** (Is it easy to get to?)

5. **PARKING:** (Is there enough? Is it free? Is it close to the Event site?)
6. **FOOD:** (Is it needed? If so what about type, quality, quantity, variety?)
7. **CATERERS:** (Who can supply the food? Can outside caterers be used?)
8. **COST:** (\$25.00 - \$30.00 per person for a banquet; \$7.00 - \$15.00 for a brunch)
9. **CHILD SERVINGS:** (If children are included, can a smaller charge be applied for them?)
10. **GRATUITIES:** (Usually 18% in a banquet setting. Is this included in the per plate cost?)
11. **TAX:** (The parish should not be charged sales tax; you must provide the tax number)
12. **DEPOSIT:** (When is it due, how much, to whom?)
13. **BALANCE:** (When will the remainder have to be paid?)
14. **HEAD COUNT:** (When we will need to provide an exact number? Most want 72 hours.)
15. **ACTUAL CHARGE:** (Will that head count be the actual number for which we must pay?)
16. **EXTRA PROVISIONS:** (Will they prepare food for overage – usually an additional 5-10%)
17. **ROUND TABLES:** (If it is a banquet setting; seating for 8 is preferred)
18. **TABLE POSITIONS AND LOCATIONS:** (Are sight lines good for viewing a video?)
19. **DECORATIONS:** (Do you need to provide or will the location have what is needed?)
20. **SERVING/EATING TIME:** (1 hour for banquet, 45 minutes for a breakfast or brunch.)
21. **AVAILABILITY:** (Can we have the room at least six hours in advance for preparation?)
22. **DISTRACTIONS:** (Will other activities or groups be scheduled around us at that time?)
23. **EQUIPMENT:** (Who provides sound equipment, viewing screens, piano, china, etc.?)
24. **VACANCY:** (How soon do we have to remove our equipment from the place?)
25. **HOSPITALITY ROOM:** (Will they provide a room for those who need to change clothes?)
26. **TASTING:** (Will they allow you to sample the menu in order to choose the items desired?)
27. **EXTRA SEATING:** (Will chairs be provided for those who may only attend the program?)

OTHER ITEMS TO BE CONSIDERED:

1. **INVITATIONS:** Hand addressed if at all possible.
2. **RESERVATIONS/HEAD COUNT:** Contact Team will provide if asked.
3. **TRANSPORTATION:** Are there individuals that will need transportation and who will provide?
4. **DIRECTIONS:** Will you need to provide maps?
5. **WELCOMING:** Have hosts/greeters at major entrances and in hallway leading to banquet location.
6. **NAME TAGS:** Will these be pre-prepared or will you provide tags and pens at the doors/tables?
7. **SEATING ARRANGEMENTS:**
 - ☐ Random Seating
 - ☐ Reserved Seating
 - ☐ Other Considerations – program participants, choir members, instrumentalists, Host team members, families, youth
8. **TABLE IDENTIFICATION:** Will seating be assigned? Who by? How will you direct people to their table?
9. **TABLE HOSTING:** Will you provide/need hosts & hostesses at each table?
10. **COMMITMENT CARD TABLE:** Provide a table with commitment cards and someone/or several to staff it.
11. **ACKNOWLEDGMENTS:** Thank those who helped make the day a success.
12. **PICTURES AND/OR VIDEO CAMERAS:**
13. **CONTACT TEAM:** Make sure that Event Fact Sheet for the Contact Team is completed and to the Campaign Administrator by date requested.



SAMPLE BUDGET REQUEST FORM

It is important that the estimated budget for your activity be approved as soon as possible. Complete the following request form and give a copy to the Campaign Chair(s). Approval will be gained from the appropriate parish officials.

BUDGET REQUEST FORM

ITEM	ESTIMATED COST	APPROXIMATE DATE OF EXPENSE
Facility (If Needed)		
Down Payment		
Final Payment		
Food		
Equipment		
Materials		
Decorations		
Entertainment		
Other		
Total		



FACT SHEET FOR THE CONTACT TEAM

TYPE OF EVENT:

PROGRAM FEATURES:

LOCATION:

DIRECTIONS:

CHILDCARE:

CHILDREN'S ACTIVITY

DATE: _____

TIME:

MENU (IF APPLICABLE):

DRESS:

PARKING:

OTHER INFORMATION CONTACT TEAM MEMBERS SHOULD COMMUNICATE DURING THEIR CALLS FOR PARISH-WIDE EVENT RESPONSES: