

EVENT PLANNING

Communication is an important tool in planning an effective, economical, and successful event.

All plans must be discussed with the Parish Administrator before anything can be scheduled or finalized. Some events are annual events, however, it is still necessary to discuss all plans with the church office. The Parish Administrator is the best one-stop advocate for your function. The use of parish resources is always in demand by various entities but the Parish Administrator knows what is happening in the parish and with Father's schedule.

Of importance is the use of the facility, other resources such as printers, employee assistance, conflicts in scheduling and finances. All of these must be coordinated with the Parish Office to insure the necessary resources, availability of money, signed checks, audio/video equipment, etc. is available and there are no conflicts. This also enables the Rector to grant approvable for the function and to be appraised of what is happening in the Parish.

Communicating with the business office will also assure inclusion in the bulletin and monthly Tidings if appropriate.

We cannot emphasize enough the first step in planning any event/project is coordination with the church office. Only the church office (Parish Administrator & Financial Secretary) has the continuing knowledge of the availability and approval for the use of Parish resources.