

Event Planning Checklist

Activity	Comments
Contact church office to reserve date on church calendar	
Submit check requests to Finance Committee if it over \$500. Under \$500, give to John Lampe. He's in on Tuesdays.	
Provide information re: event to Communications Committee for publicity	
Provide information re: event to office for bulletin (deadline – Tuesday at noon of each week)	
Provide information re: event to newsletter editor (deadline – 15 th of each month)	
Get approval from Communications Chair to have event posted on church website. Mike LaBarre is our website creator.	
Arrange for room set up with Facility Manager two weeks in advance	
Arrange for custodial services or presence of Facility Manager two weeks in advance	
If there is a charge for the event, turn the money into John Lampe.	
Arrange for nursery a minimum of two weeks in advance	
Inform John Lampe the hours that nursery worker fulfilled	
Arrange for parking attendant two weeks in advance	
Submit to John Lampe a payment request to Standard Parking to pay for the lot attendant's hours worked.	

CENTENARY UNITED METHODIST CHURCH

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