

Guide to Planning Spiritual Events:

Event Date: _____

Location Name: _____

Directions: _____

Event Time: Mass _____ Reception _____

Sacristan/Liturgist Coordinator : _____ Email: _____

Telephone: Home () _____ Business: () _____

Any events occurring at Church prior to Mass? Yes No

Time that Church is vacated for set-up? _____

Celebrants/ Priest:

Main Celebrant: _____ Email: _____

Telephone: Home () _____ Business: () _____

Homilist (if different): _____ Email: _____

Telephone: Home () _____ Business: () _____

Hotel Accommodations (if needed): _____

Transportation (from hotel to event): _____

Con-Celebrants: 1) _____ Email: _____

Telephone: Home () _____ Business: () _____

2) _____ Email: _____

Telephone: Home () _____ Business: () _____

3) _____ Email: _____

Telephone: Home () _____ Business: () _____

Mass Specific Information:

Circle if the celebrant needs vestments (robes)? Yes No
(If so, check to see if the church has any available)

Will the church provide a chalice, hosts, wine, etc. or is a mass kit needed? _____

Circle if a collection is being taken? Yes No For Whom? _____

Will there be a full procession or will the Celebrants just enter from the Sacristy? _____

Circle the types of Microphones the Church offers: Handheld Wireless Lavalier Podium

We will be using what type? _____

Music:

Music Director: _____ Email: _____

Telephone: Home () _____ Business: () _____

Cantor: _____ Email: _____

Telephone: Home () _____ Business: () _____

Instrumentalists: _____

Will song lyrics be in the program? Yes No

Will parts of the mass be sung? Yes No

Which version (consult with music director)? _____

Music Selections: Processional/Gathering Hymn _____

 Offertory Hymn _____

 Communion Hymn _____

 Closing Hymn _____

Readings:

Program:

Program Coordinator: _____

Program to be turned into Alumni Association by: _____

Mass Volunteers* (Use volunteers from your chapter):

Greeters (optional – can be priest or cantor): _____

Cross Bearer (optional – only if full processional, can be priest): _____

Eucharist Ministers (suggested 4 per 100 people): _____

Gift Bearers (suggested 3 people): _____

Reader 1: _____

Reader 2: _____

Prayer of the Faithful: _____

Ushers (suggested 4 per 100 people): _____

*Size of the mass will determine the number of volunteers needed.

Time participants will gather: _____

Location they will gather: _____

Mass Costs: Alter Flowers: _____

Boutonnieres or Nametags for ushers: _____

Cantor: _____

Instrumentalists: _____

Other: _____

Reception Details:

Reception Costs:

(Fill out Event Budget Worksheet)

Directions to Reception Site: _____

Food/Beverage:

Catering Contact Name: _____

Phone: _____ Email: _____

Caterer's deadline for guaranteed reservation count: _____

What is the caterer's automatic overset percentage? (typically, caterer's plan for 3% above the guarantee)

Attendee count provided to caterer: _____

Circle the type of service available: waited meal buffet stations drop/set

Circle what the caterer is providing: table linens/skirts china/silverware

Will the caterer provide wait staff? Yes No If so, how many? _____

If they are not part of the venue you are using, has the caterer been approved by the venue? _____

Menu: _____

Beverage Contact Name: _____

Phone: _____ Email: _____

Check types of beverages to be available:

Wine _____ Beer _____ Liquor (full bar) _____ Mixers _____

Soda _____ Water _____ Cordials _____

Check the type of bar to be available: Open Bar _____ Cash Bar _____

Attendee count provided to bar service: _____

Marketing Plan:

My chapter will use the following to advertise this event: (check the marketing device on left and follow date guidelines on the right)

Boston College Magazine _____ Due Date to Alumni Association: _____
Newsletter _____ Issue must mail by _____ to get attendees
Blast Email _____ I need to have email prepared and into office by _____
Chapter Web Page _____ I need to have update into office by _____
Formal Invitation: _____ Invite must be mailed by _____

Local Publicity (newspaper, radio, television): _____

Invitations / Reservations:

Invitations should be mailed to: _____ Area Alumni _____ Parents of incoming students
(check those that apply) _____ Current Students _____ Parents of current students
_____ Incoming students Other: _____

How will RSVP's be accepted? Mail _____ Phone _____ Email _____

RSVP Contact Name: _____ Email: _____

Telephone: Home () _____ Business: () _____

Reservation Deadline: _____ Reservations Capped At: _____

Reception Site Arrangements:

Venue Contact Name: _____ Email: _____

Address: _____ City: _____ State: _____

Telephone: Home () _____ Business: () _____

Fax: _____

Style of Seating: Theater Style _____ Seated Meal _____ Stand-up Reception _____

Room Capacity: _____

Equipment Needed: _____ Podium _____ Pointer _____ Flipchart

_____ Microphone _____ Audio System _____ Chalkboard _____ TV Monitor
 (choose type below)

_____ Podium Mic _____ Projector/Screen _____ VCR/DVD Player

_____ Handheld Mic _____ Remote Switch _____ Banner

_____ Wireless Mic _____ Laptop _____ LCD projector (for powerpoint)

_____ Lavalier Mic Other: _____

Who will staff the registration table?: _____

Amount of petty cash needed for walk-ins: _____

Registration Materials:	_____ Reservation List	Giveaways
	_____ Pre-printed Name Tags	_____
	_____ Sharpies	_____
	_____ Blank Name Tags	Other
	_____ Masking Tape	_____
	_____ Chapter Banner	

Event Follow-Up: (fill in date these items were completed and by who)

_____ Thank you letters written

_____ Caterer paid

_____ Beverage paid

_____ Alumni Association paid

_____ Venue paid

_____ Event post mortem done

_____ Email capture form done

_____ Other

