

St Joseph's Knights of Columbus

CHAIRPERSON EVENT CHECKLIST

NOTE:

*Not all steps are needed for all events
 Contact 1 person from each area on 'Lead Support' list
 Determine if you need to recruit "bodies" for an area and how many*

Event: _____ Date: _____ Start time: _____ End time: _____

Set-up Time: _____ Clean-up time: _____

	<u>Contacted</u>	<u>Comments</u>
<input type="checkbox"/> Confirm hall/kitchen/plaza reservat		
<input type="checkbox"/> Bulletin/newspaper announcement		
<input type="checkbox"/> Event Tickets		
<input type="checkbox"/> Plaza table ticket sellers		
<input type="checkbox"/> Plaza Sandwich Board Signs <small>Sizes: 16.5 x 23.75 & 22.75 x 31.75</small>		
<input type="checkbox"/> Arrange for cash box pick-up <small>After last Mass ticket sales</small>		
<input type="checkbox"/> Kitchen/Bar stocked-up		
<input type="checkbox"/> Dinning room set-up		
<input type="checkbox"/> Raffle/Silent auction items		
<input type="checkbox"/> Check in table		
<input type="checkbox"/> Order pizza for Servers <small>Only done for tri-tip, crab feed.</small>		
<input type="checkbox"/> Hall clean-up		
<input type="checkbox"/> Audio/visual set-up and operation		
<input type="checkbox"/> Table Servers		
<input type="checkbox"/> Bar Tenders		
<input type="checkbox"/> Website announcement		
<input type="checkbox"/> Historian for pictures during event		
<input type="checkbox"/> "Phone Tree" to Knights		