

Event Planning Checklist for Ministries

Life Center rooms can be requested online at www.hnj.org/participate. Once booked, you will receive an automated email confirmation. If space not available you will receive a phone call or email. Please note: meetings are scheduled on a quarterly basis.

- To gain access to meeting space during the day (9am-4pm), your group (or someone from your group) MUST enter through the main Parish Office doors near the reception desk.
- To gain access to meeting space in the evening, the door closest to the meeting room will be unlocked for you 30 minutes prior to the start time of the meeting (the doors will then be locked 15 minutes after the start of your meeting). Please note: If you need to set-up earlier, please email Sara Thompson at sthompson@hnj.org.

3 Months before Event

- If applicable, set costs/create tickets; determine ticket sale start-date.
- Determine whether tickets will be sold in the Atrium/request space (email Sara or complete online: <https://www.hnj.org/atrium-table-request-form>). If you will be selling tickets and require seed cash/cashbox, please contact Donna Lonski to coordinate. She will explain how money should be handled on weekend/evenings. Please note: no money is to be taken home.
- If applicable, determine outside vendors and supply information to Sara; Once confirmed, and if the vendor is going to remain onsite for event, request a Certificate of Insurance(s). Please note: The general liability limits required are at least \$1,000,000 for the use of space; and the Certificate of Insurance "additional insured" information should name the protected entity as follows: Holy Name of Jesus Catholic Community.
- If Kitchen Use has been requested, a Kitchen Manager and/or a Custodian will be assigned. The fee for these positions can range from \$150-350.

One Month before Event

- Place a kitchen supply request via website. If you have any special food/supply/set-up requests or questions, please contact Sara Thompson. If you will be using the warmers/coolers or require ice, please note on your paperwork.
- If Kitchen use has been requested, Cheryl MacDermaid will contact you to discuss final details.
- Provide Room Set-up to Sara.
- Provide vendor Certificate(s) of Insurance to Sara.
- If applicable, request seed money from Donna and cash box(es).
- If linens/chair covers etc. are required, contact Chairs for Affairs, (321) 259-8252 to place an order.

Day/Night of Event

- If you require the sound room, please request key from Sara, the day before the event.
- Kitchen supply items will be placed on the shelving found in the serving line/break room.
- If Kitchen access has been requested, Cheryl will be responsible for assisting with set-up, food prep and cleaning the kitchen. Dishwashing will be handled by staff (\$100 fee). No event volunteers are allowed to operate the equipment. Volunteers are responsible to assist with the following:
 1. All events requiring a dishwasher, using non-disposable plates and utensils should be placed on the dish washing room counter (near the Cafeteria doors).
 2. All drink/coffee containers are to be cleaned and returned to storage.
 3. If cafeteria has been used, table tops should be cleaned and sanitized. Chairs are to be placed on top of tables/6 per table and the remaining chairs are to be stacked along the wall.
- If applicable, at the end of the event, empty cash box(es) and place all funds collected in an envelope and drop in the Parish Office safe located in the room marked "M" near the reception desk. The custodian can escort the chairperson to the appropriate room. If custodian not available, drop in black mail box outside Parish Office doors.
- Please note: No money is to be taken home.