

## St. Mary Event Planning Timeline/Check List

St. Mary has put together the following timeline/checklist to help with events.

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### 6 months prior

- Letter of Good Standing submitted to the diocese
- Request for priest if there is any need for priest involvement
- Contact Rockledge Police if security is needed
- Reserve date/space/time with the parish receptionist  
*Remember to include time needed to set up/clean up*

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### 2 months prior

- Contact the communications manager for event advertising in the bulletin and on our website.
- Contact the St. Mary School to advertise with the St. Mary School Families through their Friday Blast
- If money will be collected, contact the business office for proper collection procedures
- Decorations plans submitted for approval

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### 1 month prior

- Contact the parish Music Director for any sound requests and/or technology request
- Request for petty cash/change made
- Request for any payments needed for speakers, etc.

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### 2 weeks prior

- Contact music director for sound (if applicable)

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### Day of Event

- Stop by the parish office to pick up key
- Set up
- Event
- Cleanup
- Return key to the night drop outside the parish office

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### Day after the Event

- Hand in tamperproof bag to the parish office if monies were collected
- *Relax and Thank God!*