

Saint Leo the Great Catholic Church

Sample Host Guide

Hosts:

Event:

Speaker:

Date:

Time:

Location:

Advertising

- Bulletin announcement to Nicole Witten by:
- Bulletin announcements to vicariate parishes by:
- Work with Nicole Witten to incorporate website Facebook and social media
- Work with SLS and Lauren Garner to create flyers for the school Thursday folder and Faith Formation families by:
- Flyers to local parishes by:

Refreshments

- Inventory available items/general supplies:
- Work with Father Cook to confirm a menu
- Contact Dan Levstek to order any food/drink/paper products/table cloths
- Serve coffee/tea; water bottles
- Recruit volunteers for set up, service and clean up
- Coffee must be started 1 hour prior to serving

Event Order

- See Joanne Parcell to complete an Event Order form 14 days prior to event
- See Joanne Parcell for a key /return key to key box outside main office

Clean up

- Wipe down all tables
- Sweep floor
- All washed items put away
- Complete Kitchen Checklist (located in kitchen) and slide under office door

Audio Visual

- Confirm/arrange for technical needs prior to event
- Confirm microphone preference/podium
- Set up evening of event
- Practice with machine day of event