

### Checklist for running an event:

Name of event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Chairman: \_\_\_\_\_ Co-Chair(s): \_\_\_\_\_

**\*\*\* At this point it is assumed that the event was approved by the Grand Knight/Council.**

\_\_\_ Is the location for the event available and confirmed?

Location confirmed by: \_\_\_\_\_ Date confirmed: \_\_\_\_\_

\_\_\_ If a church event is it on their calendar?

\_\_\_ Create an email with specifics and send to John Norkus and Jim Elder for advance publicity.

Pre-Publicity focus requested: \_\_\_ Facebook, \_\_\_ Knightlines, \_\_\_ Newspaper article.

\_\_\_ Notify our School(s) if applicable, for their help or participation.

\_\_\_ Send email to Grand Knight for email blast to council when timing is right.

\_\_\_ Confirm the event is on our website calendar.

\_\_\_ Add the specifics on the email to website announcement.

Contact webmaster for help with this if needed.

\_\_\_ Contact Pete Stresino to set up online sign-up sheets if needed.

\_\_\_ Monitor sign up sheets. Bring printed copies to meetings, etc. Re-update online sheets.

\_\_\_ Is it set up to be advertised in the Church Bulletin?

(Please include our website address if possible)

\_\_\_ Has a pulpit announcement been submitted if needed?

\_\_\_ Assign/confirm someone to take photos.

\_\_\_ Sign-in sheet at the event?

\_\_\_ Arrange a deposit any money collected.

After the event...

\_\_\_ Follow up report to council.

\_\_\_ Follow up report/photos to John Norkus for Knightlines and outside publicity.

\_\_\_ Follow up report/photos to Jim Elder for Facebook and Website.