Checklist for running an event:

Name of event: _____

Date of Event: _____ Location of Event: _____

***** Has the event been approved by the Grand Knight/Council. If not please do that first.**

___ Is the location for the event available, approved and confirmed?
Location and date approved and confirmed by: _____ Date: _____
___ If event is at a Church, is it on their calendar? Events at our churches must be on their calendar.
(* If it's a St Hubert or St Matthew event, review the requirements posted on their website)
To schedule an area, go to… https://sainthubert.org/schdulingpublicity

___ Council events should be posted on our website calendar*.
An Admin must first post then you as a chairman can add details thru your members only login.
Admins are: GK, DGK, Webmaster, Mark Miller, Jim Elder, Jim McCune, Pete Stresino.
___ Create an email with details and send to Jim Elder for social media publicity.

___ If applicable notify our school, charities, or scout troop, for their help or participation.
* If we are donating funds to a charity, school or church consider inviting them to help and promote the event by informing, emailing and involving their members.

___ Send email to Grand Knight or DGK for email blast to council when timing is right.
___ If applicable, ask to have an email sent to our friends and relatives "outside the council" list.

___ Contact Pete Stresino to set up online sign-up sheets if needed.
___ Monitor online sign-up sheets. Bring printed copies to meetings, etc.
*** If you need more volunteers… MAKE PHONE CALLS!
___ Have a sign-in sheet for volunteers at the event.

___ Is it set up to be advertised in our Church Bulletin?
___ Request Flock Notes emails be sent from our churches.
___ Has a pulpit announcement been submitted if needed?
To advertise via the churches, go to… https://sainthubert.org/schdulingpublicity
___ Arrange a deposit for any money collected.

Remember to confirm everything is being done prior to the event. If not MAKE PHONE CALLS!
___ Confirm the event is on our website calendar with all necessary details.
___ Confirm council email has been sent.

Always try to include our website address if possible on any publicity.
Always try to have recruitment materials at your event.
Always try to have photos taken of the event.
Always make sure the event location is cleaned up properly after the event.

After the event…
___ Follow up report to council.
___ Submit Form-10784. It is required by Supreme to be submitted following all events.
___ Follow up report/photos to Jim Elder for Facebook and Website.