



The parish staff is here to support our volunteers in whatever way we can. The following guidelines have been put into place in order to ensure that each meeting/event receives the attention and respect that it deserves. Our facilities belong to all of us. As members of a community, each of us is responsible to maintain a safe and clean environment out of respect for others who share the facilities. Two areas of importance are the kitchens: Please make sure that all appliances are turned off and that the kitchens are left clean and in order. Secondly, food should not be left in the kitchen nor should alcohol ever be left on the premises. The size of your group may determine the room you want to reserve. As a guide, the Great Room would hold 20 – 30; the Diane Niehaus Room 10; the St. Francis Room 20. While each event may be unique, we have tried to cover common areas. Please do not hesitate to contact the office if you have any additional requirements or questions.

If you would like the office staff to handle the sale of tickets during office hours, please provide details of the event including ticket price and sales cut-off dates, so that we would be able to answer the majority of questions asked.

Parish office hours are Monday through Friday; 8:30 AM – 4:30 PM. The phone number is 708-460-0042

**Event checklist (Do I need / did I arrange for):**

- Space Reserved (Is the event on the Calendar)**
- Set up (Tables, chairs)**
- Narthex Table (for ticket sales)**
- After hours maintenance**
- Audio Visual needs**
- Supplies**
- Van keys**
- Church keys**
- Petty cash**
- Tamper evident bags**
- Bulletin announcement**
- Ambo announcement**
- Printing, posters, tickets**
- Web/Facebook/Push notification**
- Check Requests**

## Scheduling

**Contact Paula Belski ([pbelski@sfaorland.org](mailto:pbelski@sfaorland.org))**

All meetings, events and activities must be added to the parish calendar to avoid conflicts and ensure the success of your meeting/event. Recurring events and meetings should be schedule with the annual request. Events should be scheduled at least two months in advance.

Please provide the following information: Name of the event, room/space preference, time, contact name, phone number and/or email address (this information will be added to the calendar). *Also, please do not promote your event before you have confirmed your place on the calendar.*

## Promotion

**Bulletin: Contact Jill Topf ([bulletin@sfaorland.org](mailto:bulletin@sfaorland.org))**

The deadline for bulletin submission is generally 4:00 PM on Friday for publication the **following** weekend. Holiday deadlines vary, please check with the office so that you do not miss the desired publication dates. Please include your name and phone number (to be included in the bulletin) and Commission affiliation. Email subject line should include Commission, Topic and Dates of Publication (i.e. "Parish Life (or PL), Fish Fry, run Jan 21 thru Feb 11"). Submissions should be in Word, Publisher, Google Docs or typed in the body of the email. Please do not send .pdfs. The standard text font used in the bulletin is Arial. Photos should be .jpg or .png. Be sure to indicate the desired dates of publication.

It is most helpful if your information runs for 3 consecutive weeks prior to your event.

**Web, Facebook, App, Email blast, Ambo announcement: Contact Allison Domenick ([adomenick@sfaorland.org](mailto:adomenick@sfaorland.org))**

Any photo would be appreciated, text should be kept to a minimum for communications.

Generally, ambo announcements are made only if tickets sales or sign-ups are taking place that day – or something is taking place immediately after mass.

**Narthex set up for ticket sales & event sign up: Contact Jim Hahn ([jhahn@sfaorland.org](mailto:jhahn@sfaorland.org))**

Please let Jim know 1 week in advance if you will need a table in the Narthex to promote your event.

**Logistics: Contact Jim Hahn ([jhahn@sfaorland.org](mailto:jhahn@sfaorland.org))**

All requests for meeting/event set up should be forwarded to Jim as soon as possible. Minimally, one week prior to the event. For larger events a floor plan would be appreciated two weeks prior to the event.

If you will need a key for either the church building or van, please let Jim know one week prior to picking up the key.

Please let Jim know if you require any supplies (paper goods, etc.). Standard supplies are used and supplied for all events. Decorations would be the responsibility of the committee, as is clean up. Facilities should be left clean and orderly, with all items returned to their proper location. Please do not leave food in the refrigerator after your event. For large events where maintenance staff is required to be on hand, please let Jim know well in advance so that employees may be scheduled.

Audio/visual requirements should be discussed with Jim as well. Lighting, sound and other equipment should not be moved or handled without approval from Jim.

**Finance (Ticket Sales, check requests, donation collections): Please contact Marje Curran ([mcurran@sfaorland.org](mailto:mcurran@sfaorland.org))**

Marje will provide security bags, petty cash and a bin with supplies. 1 week in advance please as Marje does not work every Friday.

**Please contact the office to request a copy of 'Financial Guidelines for Events'**

***Please share this information with your committee members. Thank you.***