



## Rockway Mennonite Church

### **CHECKLIST - CHURCH EVENT**

This checklist will assist individuals and committees to plan for a Church Event and to communicate to the appropriate persons. When an individual or a committee is considering a church event, this checklist must be completed and approved by Church Council.

#### SECTION I

1. Church event initiated by: \_\_\_\_\_
2. Name of Event: \_\_\_\_\_
3. Date and time of event: \_\_\_\_\_
4. Church committee sponsoring the event: \_\_\_\_\_
5. Sponsoring committee liaison person: \_\_\_\_\_
6. Number of people expected: \_\_\_\_\_
7. Will other churches or the public be invited? YES ☐ NO ☐
8. Type of food to be served: \_\_\_\_\_
9. Kitchen equipment/dishes required: \_\_\_\_\_
10. Preparation time: \_\_\_\_\_, Set-up time: \_\_\_\_\_, Clean-up time: \_\_\_\_\_,
11. Where are the volunteers coming from to assist in this event:
  - a. List of sponsoring committee members present and assisting:  
\_\_\_\_\_  
\_\_\_\_\_
  - b. List of ad hoc volunteers:  
\_\_\_\_\_  
\_\_\_\_\_
  - c. Church Hospitality Team requested: YES ☐ NO ☐
12. Event scheduled and confirmed through church office (Scott A): YES ☐ NO ☐
13. Has Hospitality Committee been notified about pending event? YES ☐ NO ☐
14. Church council approval: \_\_\_\_\_ (chair or designate) Date: \_\_\_\_\_

NOTE: Church Council forwards checklist to committee liaison person, who then completes Section II and forwards on to the Hospitality Committee at least six weeks in advance of the event.



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### SECTION II

To be completed by the sponsoring committee liaison person.

1. Who will open and close the Church building: \_\_\_\_\_
2. Will audio/visual equipment be required ? YES ☐ NO ☐  
If YES, please specify: pulpit microphone \_\_\_\_\_ portable mic(s) \_\_\_\_\_  
video projector & screen \_\_\_\_\_, other (specify) \_\_\_\_\_  
If YES, who will set up and operate the system \_\_\_\_\_
3. Who will be responsible to remove any leftover food: \_\_\_\_\_
4. If 'pots and pans' are brought in from outside, who will be responsible to identify them and remove same from kitchen: \_\_\_\_\_
5. If required, who will be responsible to remove from the site the garbage and /or recyclables: \_\_\_\_\_

NOTE: When above has been completed, this checklist must be forwarded to the Hospitality Committee at least six (6) weeks prior to the event.

Special Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SECTION III

#### Hospitality Committee Use

1. Team assigned to this event: \_\_\_\_\_
2. Hospitality Committee member(s) assigned to this event for oversight: \_\_\_\_\_  
\_\_\_\_\_
3. Post-event comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_