

St. Mark's Cathedral Event Form

Name of event	
Date of event (approval given a minimum of two months in advance)	
Time	
Event coordinator, contact information	
Location (include names of rooms and specific uses)	
Purpose of event (if fundraiser, then additional approval necessary by Finance)	
Number of guests, anticipated	
Event information approved by Program Director or Cathedral Administrator (two month advance minimum)	Date approved
Event information added to Cathedral calendar (by staff)	Date added
Budget/expenses	
Projected expenses	\$\$
Budget available; source	\$\$
Expense receipts returned to event coordinator within two weeks	
Communications, Deadlines to be included	
Wrapper (Wednesday 5pm)	
Outlook (one month in advance of quarter)	
Web site (one week in advance)	

Signage (two weeks)	
Invitations (six weeks)	
Other	
Set up/Prep/Clean up	
Set up	
Location: (name of room)	Needs: (specify date)
Person responsible	Tables, size and quantity:
Set up date/time	Chairs, quantity:
	Special dishes:
	Special glassware:
	Special silverware:
	Table coverings:
Location: (name of room)	Needs: (specify date)
Person responsible	Tables, size and quantity:
Set up date/time	Chairs, quantity:
	Special dishes:
	Special glassware:
	Special silverware:
	Table coverings:
Location: (name of room)	Needs: (specify date)
Person responsible	Tables, size and quantity:
Set up date/time	Chairs, quantity:
	Special dishes:
	Special glassware:
	Special silverware:
	Table coverings:
Location: (name of room)	Needs: (specify date)
Person responsible	Tables, size and quantity:
Set up date/time	Chairs, quantity:
	Special dishes:
	Special glassware:
	Special silverware:
	Table coverings:

Kitchen/Food prep	
Person responsible	
Equipment	
Beverages	Specify type and quantity
Date/time food will arrive in kitchen	
Is food storage space required? Is refrigeration necessary?	
Clean up	
Person responsible	
Washing and putting away dishes	
Clearing and cleaning tables	
Sextons will remove tables/chairs; empty trash	
Review of event	
What worked well?	
Where are opportunities for change?	
Review Meeting date/time	