**Planning LOM Events**

**Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Booking / Preparing for Event: (**As early as possible prior to event**)**

* Book hall and church
* Confirm handicapped access is available & make arrangements for assistance where necessary
* Contact Fr. Shroff (or other celebrant) to determine what readings will be used and if there are particular songs he would like sung or particular prayers he would like everyone to say or have access to. Confirm these plans with celebrant well before event.
* Determine Celebrant’s wishes regarding altar servers and Deacon as necessary; confirm availability of these key players.
* Arrange for music ASAP (choirs and singers book up fast)
	+ Select Music
	+ Locate all songs and print song sheets for songs not found in hymnal at church.
	+ Collaborate with celebrant of Mass or Ceremony.
* Create decorating committee and/or determine decorating requirements
* Discuss table set up with caretaker of church ( One or Two buffet lines, Dessert and drinks tables)
* Create event program including agenda, readings if different than daily missal, particular prayers (ie, consecration prayer) – collaborate with Regia Executive as required.

**Event Duties:**

(**Before**) Set-Up

Church:

* Set up Mary altar and Large Vexillum in Church [statue, Vexillum, flowers, candles, promise (if Acies)]
* Determine where to put banners
* Set up a table in hall to move Mary altar to after the liturgical celebration (tesseras, rosary booklets, rosaries, and Miraculous Medals)
* Set up Adoration materials- Candles, Monstrance, incense (if having adoration)

Hall:

* Cover and set tables
* Kitchen- putting out food and supplying dishes/silverware/cups/napkins/ serving utensils – REGIA has several bins of dishes, cutlery, cups, napkins, garbage bags etc as well as a coffee urn if one is not available at the venue – contact Regia Executive to have these brought to the venue.
* Coffee & Tea- making carafes of coffee/decaf/hot water

(**During)** Facilitating Event

* Greeters (to direct members where to put food, where to display banners, handout programs and/or song sheets)
* Assistance to handicapped members on arrival
* Lector
* Managing slides if using a slideshow for music or liturgy
* Altar Servers
* Inviting attendees to the buffet – consider using table numbers to invite per table when the attendance is a large number
* Buffet table management
* Coffee & Tea management

After Event- Clean up