

## Ministry Event Resource Planning Checklist

We've compiled a few reminders to help ministry leaders make sure they've covered essential details before events that involve St. Paul's resources. The staff is here to help, so please feel free to ask questions. You can find many answers to commonly asked questions on [this FAQ sheet](#) as well.

- To reserve a particular room or area, use [this form](#) or email Jeff Kager with the details at [facilities@stpaulscary.org](mailto:facilities@stpaulscary.org).
- Do you need door timers set to open for your event? This applies to events involving the Parish Hall, Kids' Club and Office Side Doors. Contact Jeff Kager at [facilities@stpaulscary.org](mailto:facilities@stpaulscary.org).
- Do you need audio/visual support like a screen, speakers or a microphone? Contact [audio@stpaulscary.org](mailto:audio@stpaulscary.org).
- Do you need childcare? Contact Laura Gorman at [laura@stpaulscary.org](mailto:laura@stpaulscary.org).
- Do you want your event publicized on the website/Facebook and in the weekly email updates? Contact [pleasepost@stpaulscary.org](mailto:pleasepost@stpaulscary.org) as soon as you can with all the details.
- Do you want your event listed in the Sunday bulletins? Contact [announcements@stpaulscary.org](mailto:announcements@stpaulscary.org) at least one week in advance.
- Are you wanting to display or post something in the narthex? Contact Natalie Sroka ([natalie@stpaulscary.org](mailto:natalie@stpaulscary.org)) for guidelines.
- If your event involves collecting items or funds, did you read the [fundraising policy](#) and get approvals?
- If your event involves alcohol, do you have vestry approval?
- If your event involves use of the kitchen, do you need instructions on how to use any equipment? Do you require resources like food, beverages, cups, etc? Contact Natalie Sroka ([natalie@stpaulscary.org](mailto:natalie@stpaulscary.org)) for recommendations on getting these resources in advance.