

**Saint James Episcopal Church  
Event Planning Checklist**

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

**Date/time:** \_\_\_\_\_

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

**Sponsoring staff/volunteer:** \_\_\_\_\_

**Phone/email of contact person:** \_\_\_\_\_

**Checklist:**

\_\_\_\_\_ Event approved by clergy, or parish administrator if appropriate

\_\_\_\_\_ Budget for event created and approved (if needed) by clergy or parish administrator

\_\_\_\_\_ Event placed on the Church calendar

\_\_\_\_\_ Sexton informed of the specific needs, e.g., set-up, open/close, etc.

Arrangements made for:

\_\_\_\_\_ Rehearsals

\_\_\_\_\_ Supplies purchased & delivered (check pantry for existing supplies before purchasing!)

\_\_\_\_\_ Hosting and/or entertainment duties

\_\_\_\_\_ Set-up

\_\_\_\_\_ Tear-down

\_\_\_\_\_ Post event tasks (i.e., laundering tablecloths & dish towels, disposal of food, etc.)

\_\_\_\_\_ Opening and closing of the building

\_\_\_\_\_ Other

\_\_\_\_\_ Bulletin announcement submitted to Church Office ([office@stjameslanpa.org](mailto:office@stjameslanpa.org))

\_\_\_\_\_ Communications Commission notified ([carolreevo@aol.com](mailto:carolreevo@aol.com)) of the event and request for eblast, website listing or other advertising and marketing efforts (if needed)

\_\_\_\_\_ Ushers requested & confirmed (if needed)

Contact: Clark McSparren [clemmcs@aol.com](mailto:clemmcs@aol.com)

\_\_\_\_\_ Sound technician requested & confirmed (if needed)

Contact: Dick Sware [vballrms@aol.com](mailto:vballrms@aol.com)

\_\_\_\_\_ Hospitality Committee assistance requested & confirmed (if needed)

Contact: Sue Mackey – [tmscr@comcast.net](mailto:tmscr@comcast.net)

\_\_\_\_\_ Participating clergy, staff, and/or volunteers advised of the details and any expected involvement confirmed

\_\_\_\_\_ Other parish committees or volunteer team leaders have been notified (if appropriate), e.g., altar guild, newcomers committee, etc

## Facilities Schedule and Telephone Information

### Church & Chapel

Monday – Thursday	8:00 a.m. to 5:45 p.m.
Friday	8:00 a.m. to 5:00 p.m.
Saturday	4:30 to 6:00 p.m. for contemporary worship
Sunday	7:00 a.m. to noon

### Memorial Garden

Monday – Friday	8:00 a.m. to 5:00 p.m.
Saturday & Sunday	daylight hours (will vary slightly by season)

### Parish House

Monday – Friday	8:00 a.m. to 5:00 p.m.
Saturday	closed unless special arrangements are made in advance
Sunday	7:00 a.m. to noon

Please note that the Church Office has traditionally closed early on Friday afternoons during the summer months. Also, the Church typically is closed on the following holidays:

New Year's Day

President's Day

Easter Monday

Memorial Day

Independence Day

Labor

Thanksgiving and the day following

Christmas Day and the day following

### Church Staff telephone extensions & email addresses

Karen King, Church Office	x10	office@stjameslanpa.org
Gina Keiser, Finance Administrator	x11	gina@stjameslanpa.org
Sean Lees, Sexton/Property Manager	x12	sexton@stjameslanpa.org
Linda Bruce, Parish Visitor*	x13	linda@stjameslanpa.org
Lisa Koogler, Parish Administrator	x14	parishadmin@stjameslanpa.org
Ron Barnett, Music Director*	x16	music@stjameslanpa.org
Bud Hartley, Stewardship Minister*	x17	bud@stjameslanpa.org
Heidi Stadel, Church School*	x21	church_school@stjameslanpa.org
Lynn Hade, Senior Curate	x22	lynn@stjameslanpa.org
John Symonds, Curate	x36	john@stjameslanpa.org

\*Please note that these staff members are part-time and may not be immediately available.

.....  
Post event notes and suggestions: