

# St Joseph's Knights of Columbus

## CHAIRPERSON EVENT CHECKLIST

**NOTE:**

*Not all steps are needed for all events*

*Contact 1 person from each area on 'Lead Support' list*

*Determine if you need to recruit "bodies" for an area and how many*

Event: \_\_\_\_\_ Date: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Clean-up time: \_\_\_\_\_

Contacted

Comments

Confirm hall/kitchen/plaza reservations

Bulletin/newspaper announcements

Event Tickets

Plaza table ticket sellers

Plaza Sandwich Board Signs  
Sizes: 16.5 x 23.75 & 22.75 x 31.75

Arrange for cash box pick-up  
After last Mass ticket sales

Kitchen/Bar stocked-up

Dining room set-up

Raffle/Silent auction items

Check in table

Order pizza for Servers  
Only done for tri-tip, crab feed.

Hall clean-up

Fryer Clean-up  
For Fish Fry only, on Saturday morning

Audio/visual set-up and operation

Table Servers

Bar Tenders

Website announcement

Historian for pictures during event

"Phone Tree" to Knights