

## Procedure for Running an Event Sponsored by the Knights

**NOTE –IF YOU PUT A MOTION IN FOR AN EVENT YOU ALSO TAKE ON THE RESPONSIBILITY OF OWNING IT FROM START TO FINISH**

**The only individuals authorized to contact the parish personnel are the Grand Knight and the Deputy Grand Knight.**

- Check that the facilities (Parish Center, Parish Center Meeting Room, etc.) are available on the church calendar for the event date.
  - Use this link to verify the availability:
    - <https://www.stjeromeonline.org/calendar.html>
    - NOTE – **ONLY** check the availability on the calendar, **DO NOT** reserve the date at this time.
- Create a **detailed** motion form to be presented at the Officer’s meeting and if approved it will be presented at the general meeting for a formal vote.
  - Include the following information:
    - Name and date of the event.
    - Description of the event.
    - Cost of the event, and who the check should be made payable to.
    - Supplies you need to purchase for the event.
    - Number of Knights needed.
    - Tickets sold in advance and/or at the door?
- Use the following link to create the motion:
  - <https://img1.wsimg.com/blobby/go/068a83ba-0ba7-42b9-96d7-90255ebfc2ad/downloads/Motion%20Form%20v4.pdf?ver=1712057662752>
- Email the motion form to the Grand Knight and the Deputy Grand Knight so it will be presented at the next officer’s meeting.
- Attend the next officer’s meeting to discuss the motion.
- As soon as the motion is approved:
  - Notify the Deputy Grand Knight who will schedule the event date on the church calendar.
  - Create a PowerPoint slide to be shown at the Mass closest to the event and email it to the Deputy Grand Knight who will submit it to the parish office to be included in the Mass slides for specific dates.

- Create a bulletin announcement and email it to the Deputy Grand Knight who will request it to be included in the bulletin, closest to the date of the event. NOTE – this should be in the form of a Word document with **no** graphics embedded within it. If there are any graphics, they should be sent as a separate attachment in the email.
- Tickets sold in advance?
  - Design and print tickets.
  - Ask the Deputy Grand Knight to try to get permission from the parish office to allow a table to be set up in the gathering space so tickets can be sold before and after Mass.
  - Arrange for volunteers to set up the table in the gathering space and to sell tickets at ALL Masses.
    - Have a lock box or envelope to be given to the leader after the final Mass.
    - Arrange for the table to be taken down after the final Mass.
- Hand out a sign-up sheet at the next general meeting.
  - Maintain contact with all volunteers and have specific jobs for everyone.
- The week before the event:
  - Order and/or purchase any needed food and supplies.
  - Email all volunteers to confirm they will be there and what they should do.
- On the day of the event:
  - Unlock parish center doors and rest room doors (coordinate with GK and/or DGK).
  - Check restrooms for toilet paper.
  - Set the A/C to 74 degrees.
  - Arrive early to set up the room appropriately.
    - Number of round tables.
    - Number of long tables.
  - Is the food being prepared in the kitchen?
    - Leader and volunteers should arrive early enough to complete the food preparation.
  - Is the food being delivered?
    - Coordinate the delivery time with the food vendor.
    - Assign an individual to be alert for the vendor.
- After the event

- Leave the kitchen cleaner than when you started.
  - Wash, dry, and put all pots, pans, etc. away.
  - Sweep and clean the floor.
  - Clean all tables.
  - Empty all trash cans.
    - Place them in the dumpsters.
      - The lids on the dumpsters **must** be fully closed.
      - Always put a new garbage bag in the trash cans for the next guy.
- Arrange for any leftover food to be removed from the kitchen. Do not leave leftovers for the next guy to clean up.
- Set the A/C to 79 degrees.
- Lock parish center and restroom doors.
- Turn off lights.
- Submit all receipts and money to the Financial Secretary.
  - Be prepared to provide an event summary at the next officer/general meeting after the event (what went right? What needs improvement?)