

Youth and Young Adult Ministry
PRE-EVENT CHECKLIST

Deanery _____

- Event Coordinator: _____
- Date/s of Event: _____
- Name of Event: _____
- Event Location: _____
 - Contract needed?
 - Deposit needed?
- Notify Mary Cobiella of Event.
- Event Advertisement:
- Event Registrar: _____
- Event Registration:
 - Online?
 - Mail?
 - At the Event?
- Registration/Application Fee: \$ _____
 - Type of payment accepted
- Registration/Application Form
- Amount Budgeted for the Event: \$ _____
- Food:
 - Provided by location?
 - Kitchen Staff Needed?
 - Menu
- What do participants need to bring (bedding toiletries, etc)?
- Insurance coverage
- Medical Release Forms
- Holy Ground Covenant Form
- Number of Adults needed (1 to 8 Ratio minimum)
- Are youth/young adults part of the planning or staffing of the event?
- Pre-Event Meeting Dates
- Target Age Group?
- Have adults completed "Safeguarding God's Children"?
- Clergy needed for event?
- Music?
- Event Schedule
- Is there an assigned Medical Person for the Event?
- Person responsible for acquiring event supplies: _____
- Is transportation being offered?
- Do parents need additional information?