

PLG Pre-Event Check Lists

- Submit an event request via email to the PLG Co-Chairs
 - Forward a description of the event to the PLG Co-Chairs (efaria@stsimon.org) and Agnes Roey (roey@sbcglobal.net)
 - Include the following:
 - * YOUR name and contact information
 - * Date & location of proposed event
 - * Time
 - * Cost per person
 - * Deadline of RSVP
- Verify that the event is on parish calendar by contacting the rectory at rectory@stsimon.org.
- Complete Facility Set-Up Forms and submit to parish office.
- If the event will utilize one of the parish kitchens consult the Kitchen Use Guidelines
- Coordinate volunteers
- Publicize the event
 - Follow the *Four Avenues for Publicizing Parish Events* guidelines
 - Send event promotion to Doris DeFranco: doris@stsimon.org for publication in the parish bulletin
 - Additional promotions need to be sent to the following individuals to ensure that ONE parish gets all the information at ONE time:
 - i. Laura Potter: school email announcements (lpotter@stsimon.org)
 - ii. Darcy Yaley; Parish Webpage (dyaley@stsimon.org)
 - iii. Sister Kathleen and Val Liberty: CCM/EDGE community email announcements (vliberty812@aol.com and khanley@stsimon.org)
 - If you desire publicity beyond the St. Simon Parish community please contact Debra Cassara, PLG Communications Coordinator, at dacassara@aol.com. Debra can help you with posters, flyers, and publications in nearby parish bulletins and local newspapers as well as announcements from the pulpit.
- Receive Event RSVPs
 - The PLG utilizes an "RSVP Online and Pay at the Door" protocol.
 - Please encourage event attendees to "pay by check." This eliminates excessive cash and is a much better way to manage who has paid and who has not.
 - Please forward a brief description of the event (include chair person(s) name, date & location, time-frame, cost per person & rsvp deadline) to Darcy Yaley (dyaley@stsimon.org) at least 4 weeks in advance to get your RSVP set up on the parish website.

- Plan to Handle Money and Deposits
 - Encourage “pay by check” at the door.
 - If you anticipate a need for a money box they are available in the Parish Office.
 - If you require cash to start the event off please notify Patty Subick , PLG Treasurer, ONE week in advance to have the cash delivered to the Parish Office Safe.
 - Patty's email: pcsubick@att.net OR cell phone: 408-505-6870.
 - Here are some basic policies regarding the handling of money for parish events.
 1. Checks are to be made out to “St. Simon PLG”
 2. Checks should be collected at one location/one time and should not be mailed/ dropped off in more than one location.
 3. Event attendees can NOT mail their payments to a private resident.
 4. All checks received are to be deposited within two days.
 5. Parish funds are not to be taken off the campus. Money should be held over in the parish safe. **Funds are never to be held at someone’s home.**
 - Our normal procedure concerning deposits is that *the Deposit Reconciliation Report* should accompany all cash or check deposits that are processed through the Business Office. If you collect, count, and turn in money for deposits you can find this form on the parish website, News & Information/Forms or you can request a soft copy from the PLG Communications Coordinator.

**For all event forms and guidelines please contact
the PLG Communications Chair, Debra Cassara, at
dacassara@aol.com.**

PLG Post-Event Check Lists

- Deposit Received Funds
 - Complete *Deposit Reconciliation Form*
 - If staff is not available to open parish door to place money in safe then drop in "mail drop" using envelopes provided by PLG.
- Thank all event volunteers and participants
 - Follow the *Volunteer Appreciation Guidelines*
- Submit for Reimbursement
 - Please attach receipts to and complete the *Event Expense & Request for Reimbursement Form*
 - Submit in drawer behind Darcy in Parish Office for Patty Subick.
 - Allow up to 2 weeks for reimbursement by US mail.
 - If you are a parish employee your reimbursement will be placed in your INbox.
- Complete the *Post Event Summary Sheet*

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