

Checklist for the Archbishop's Dinner

Host Deanery:		Date of Dinner:	
Deanery Pastoral Council			
(✓)	Task or activity	Timeline	Actual Date
	Confirm with Archbishop that Dinner will be discussed at next meeting of the Council	≥ 12 months	
	Set up an organizing committee for the Dinner	≥ 6 months	
	Distribute tickets and posters	≥ 2 months ⇒	
Organizing Committee			
(✓)	Task or activity	Timeline	Actual Date
	Select the host parish and date for Dinner	≥ 5 months	
	Set a budget for the dinner and inform Finance Administrator	≥ 5 months	
	Book the venue for Dinner	≥ 4 months	
	Arrange details of meal (caterer, service, clean up)	≥ 4 months	
	Put together Dinner program, including fundraising activities	≥ 4 months	
	Confer with Finance Administrator about permits (liquor, gaming)	≥ 3-4 months	
	Provide Chancery with Dinner details (date, time, place)	≥ 3 months	
	Design poster and tickets for Dinner	≥ 3 months	
	Distribute tickets and posters, advertise locally	≤ 2 months	
	Ensure funds raised are collected and forwarded to Finance Administrator	≤ 2 months	
	Provide receipts for all expenditures for Dinner to Finance Administrator	Ongoing, until one month after Dinner	
Archdiocese/Chancery			
(✓)	Task or activity	Timeline	Actual Date
	Print posters and tickets for Dinner	3 months	
	Ensure equipment for Dinner presentation is at venue	≤ 1 week	

October 2017