

Appendix B - Checklist for the Ordination of Permanent Deacons and Priests (by activity)

Ordinand:		Date of Ordination:	
First steps			
(√)	Task or activity	Who	When
	Confirm with Archbishop the date and place of the ordination	Ordinand	
	Name organizing committee	Archbishop	
First meeting of organizing committee and Ordinand			
(√)	Task or activity	Who	When
	Provide names and addresses of international guests		
	Draft design of the invitation and banquet card		
	Identify venue options for banquet		
	Type of reception to follow the ordination		
	Publicity of ordination		
	Photography (type, selecting photo- or videographer)		
	Determine if billeting or other accommodations need to be provided		
	Budget proposal		
Approvals and decisions			
(√)	Task or activity	Who	When
	Ordination date and location finalized		
	Organizing committee struck		
	Budget finalized and approved		
	Invitation design finalized and approved		
	Guest list finalized		
	Banquet venue selected and booked		
	Travel and transfer arrangements made		
	Accommodations finalized and booked		
	Caterer for reception following ordination Mass booked		
Guests and invitations			
(√)	Task or activity	Who	When

	Invitation letters sent to international guests	Chancery	
	Invitations printed	Chancery	
	Invitations sent by mail (or other mode)	Chancery	
	Music license obtained for Ordination Mass	Chancery	
	Mass booklet prepared and printed	Chancery	
	Banquet program booklet prepared and printed	Chancery	
Preparation of the Liturgy			
(√)	Task or activity	Who	When
	Select Scripture readings, hymns	Ordinand/ VG	
	Identify and invite those who will be servers, readers, cantors, Eucharistic ministers, Deacon of the Word, Deacon of the Altar	Ordinand/VG	
	Vestments (provided by the Archdiocese for priestly ordination; provided by the Ordinand for diaconate ordination)	Ordinand/VG	
	Honour guard (4 th Degree Knights of Columbus)	Archbishop	
	Ordinand address to congregation	Ordinand	
Preparation of the Banquet program			
(√)	Task or activity	Who	When
	Menu selected		
	Wine ordered		
	Speakers confirmed		
	Program prepared and printed	Chancery	
Preparation of the Reception to follow the ordination			
(√)	Task or activity	Who	When
	Catering arranged	Chancery	
Publicity			
(√)	Task or activity	Who	When
	Posters, announcements prepared	Chancery	
	Website updated	Chancery	
	Bulletin announcement distributed	Chancery	

First Mass			
(√)	Task or activity	Who	When
	Location confirmed		
	Vestments (provided by new priest; provided by new deacon)		
	Publicity (website and bulletin announcements)		

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