

EVENT PLANNING AT SACRED HEART

These instructions are designed to help anyone who is running a function at Sacred Heart Cathedral. Please feel free to call the parish office at 558-0249 if you need any assistance. The following are frequently asked questions and some answers that we hope you will find helpful.

How do I get permission to run an event on or off the parish campus?

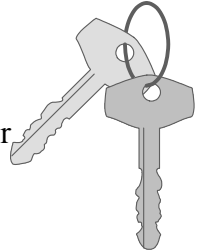
The best place to start is through the Parish Council chairperson of the commission that the event may fall under. For example, the ushers want to have a bake sale. The ushers come under the umbrella of the Spiritual Life Commission. They would call that parish council member that is listed in the back of this booklet to get the go ahead.

How do I reserve a room?

The space at Sacred Heart is at a premium so reserve your spot as soon as possible. Please fill out **The Event Planning form** that follows.

How do I get the key to get into the buildings if my activity is after business hours?

You will need to call Andrew at 558-4108 to reserve a key. Please return the key promptly after you finish as others may be using the room.



What if I need the room I reserve set up?

Please fill out the following form. If you have questions please call Andrew at 558-4108.

What supplies can the church provide?

You may be in need of a large coffeepot or other supplies. You may reserve these items with Joan in the front desk at the Parish Office or call 588-0249. If the event is for Sacred Heart and not a private party, paper goods are available from the parish storeroom. The storeroom is locked and arrangements must be made with Joan before the event.

What are my responsibilities?

It is important for all of us to respect our neighbors at SHC. This includes ensuring that music and other activities do not disturb those who live and work near our property. In addition, events should not extend beyond the scheduled ending time as this could disturb our neighbors and delay our janitorial services.



In general, the policy at SHC is that **alcohol will not be served at functions on our property**. If a group would like to serve alcohol, they must request approval from Fr. Al in advance. Fr. Al will approve the use of alcohol on a case-by-case basis for each special event. Approval for one event will not be approval for future events.

Please leave the area you used cleaner than you found it. Please do not leave food in the refrigerator. Unless it is well marked and you pick it up soon, it will be thrown out. Since we can't always tell where the food came from or how long it has been there, we must dispose of it for safety reasons

If you are using the Shea Room please see that the chairs are placed along the walls when you leave.

How do I invite the Bishop, another priest, minister, or a special guest or speaker to the parish or a parish sponsored event?

Please use common courtesy if you would like to invite someone to come to your event. Please check with the pastor. In some cases he may want to issue the invitation himself.

Can I get reimbursed for the money I spent?

Before you spend money, please talk to Judy at the parish office @ 588-0249 to get your purchase approved. She can tell you if the Parish Council commission has a budget for your purchases. If your items are approved you may use a parish tax number to avoid sales tax. Always save your receipts and remember that the church will not reimburse sales tax. If this is a school sponsored event speak with Denise @ 558-4101.

Can I sell items in front of the Church We try to limit this if at all possible. You must get permission to do this from Fr. Al.

What about Publicity?

Bulletin: To get an article in the bulletin you must get the information in by noon on Monday. The phone number to call is 558-4105, or email Helen@sacredheartcathedral.com

Fliers: If you want to hand out fliers you must get permission from one of the priests.

"The Community": Our quarterly newsletter would love to have your articles. Please call the Communications chairperson listed in the back of this pamphlet.

Display Cases: To put anything in the glass cases in the back of the church, get permission from the Communications chairperson who will put your information in the correct display case.

East Tennessee Catholic: Call 584-3307 or fax 584-7285 to put information in our Diocesan newspaper. It is published twice a month.

Friday Folders at the School: To place a flyer in the Friday take-home folder you must get your flier approved several days prior by the principal, Pam Bernards. The school office staff will provide you with the number of students in each class. 588-0415.

Web site Gerbear101@aol.com or rumbolt@earthlink.net

How do I know what commission my event would come under?

*Please see the following names and phone numbers of the Commission chairs.

Adult Christian Life - Rose Hust 584-8836

- Senior Programs
- Parish Nursing
- Young Adults

Communication – Jan Davis 588-9718

- Community News Letter
- Display cases in the church
- Parish Calendar

Education - Jodie Fair 691-5231

- Sacred Heart Cathedral School
- RCIA and Adult Education

Parish Council of Catholic Women - Jane Costello 470-0104

- Altar care / Lakeshore Devotional,
- Sunshine Committee / Bereavement Committee
- Dinners for priests Parish / Ordination receptions
- Family activities clean up day and much more!

Parish Life - Steve and Sandy Partilla

- Newcomer's social events
- Parish social activities

Social Actions (outreach) - Lisa and Rob Morris 692-2026

- Fish -Delivery teams, Stocking the West Knoxville Food Pantry in May
- St. Vincent de Paul Society, Haiti, Ladies of Charity
- Justice, Peace and Integrity of Creation

Spiritual Life (Liturgy) David Glasgow 588-2228

- Liturgical Ministers
- Spiritual Enrichment events

Stewardship

- Time, Talent and Treasure
- Ministry Fair
- Annual Stewardship Fund

Youth – Karin Botica 769-0721

- Youth Activities
- Coordinating Youth activities w/Parish ministries