

SACRED HEART EVENT PLANNING – THINGS TO CONSIDER

At Sacred Heart Cathedral, we host all types of events. Some are as small as two people having a counseling session while others are large with hundreds of people. When taking on the role of an event planner you have a lot to consider.

Therefore, we have created a list of **things to consider** from the **planning portion** of your event to your **exit strategy**. Our desire for your event to be successful is shared with yours. After working through this list, all of your needs can be stated in the comments section of the event planning form.

1. **Name of your event:** In many cases the event you are planning already has a name given to it. However, if not, take the time to think about how you might describe your event and appropriately name it. This seemingly simple task can go a long way to help identify your needs.
2. **Number of people attending:** Considering the size of your event is critical. Knowing how many people will attend will determine which facility will work best for you. Large gatherings of people might mean you will need a microphone if you plan to address the crowd. Also large groups tend to spend a portion of the event sitting. Along with chairs, your guests may need a table to take notes, display literature, or enjoy a meal. The comments section of the event planning form is the place to note how your furniture set up might look. A map or drawing of your idea of how the furniture can be arranged is welcome and may be delivered to the School, Parish, Chancery, or Facilities Office care of Tom Greer.
3. **Times / duration of meeting:** There is a lot that can happen from the start to the end of your event. In most cases a large event will require preparation time before the actual event starts. Things like decorations are definitely things to consider when choosing your start time. A well thought out exit strategy is just as important as the preparation. If you are bringing in items to enhance your event like decorations, you will want to consider how long it might take to remove these items and return the space to the condition in which you found it.
4. **Food Services:** Sacred Heart Cathedral is fortunate to offer our guests a complete food services option. This means if you'd like something as small as milk and cookies or as large as full meal, we can accommodate. If your gathering will be for several hours, you might consider providing some type of refreshment to help ensure everyone's involvement.
5. **Audio / Visual Needs:** The various facilities on campus have differing audio visual capabilities. Please contact the facilities department to discuss what facility will work best.