SEAM Recognition Event Protocol

In order to ensure that SEAM is able to use the resources available to it to the fullest potential, it is important to coordinate appropriately. To do so well, the following time-line is in place so that there is advanced notice. Also, the protocols in place allow for needs to communicate to the appropriate persons through the most direct channels.

**Eight weeks before event:**

Ministry Leader:

- Contact Admin. of YM Programs (Clare Kane) at the beginning of the season with tentative event date. If this is unable to be set at the beginning of the season, a date must be set *at least eight weeks* ahead.

Admin. of YM Programs:

- Put event on shared calendar

- If event is to include Mass, contact Pastor and add to Liturgical Life Calendar

- Notify Pastor (Fr. Mullin) for recognition events and events that include liturgy,

**One month before event:**

Ministry Leader:

- Complete and submit YM Event Form and Facilities Use Form

- If mass is included, submit request for altar recognition

- Submit flyer for approval and distribution

Admin. or YM Programs:

- Submit Facilities Use Form to Facilities Coordinator (Rey F.) for HVAC needs

- Contact Mass celebrant regarding altar recognition.

- Communicate with other staff/ministries regarding needs of other events going on.

- Review flyer and send to D/CRE and Principal for distribution through Parish School and EFF

**Three weeks before event:**

Ministry Leader:

- Submit bulletin announcement by Monday.

Admin of YM Programs:

- Submit bulletin announcement for publication

**Two weeks before event:**

Ministry Leader:

- Contact Admin. of YM to follow up on any details or changes and number of participants.

Admin. of YM Programs:

- Key/facilities access request(s)

- Follow up with other staff regarding event needs or conflicts

**Week before event:**

Ministry Leader:

- Pick up key or swipe card from the parish.

- Look for email regarding details about set up/clean up.

- If unfamiliar with facilities, come in for brief tour with Admin. or YM Programs

Admin. of YM Programs:

- Finalize any set up/clean up needs

- Contact Ministry Leader with any final notes regarding facilities/event specifics

**After event:**

­ Ministry Leader:

- Ensure that all doors are locked

- Space is returned to original set up

- If in gym/social hall please sweep.

- Return key to drop box outside Parish office