

## **Council Event Description**

**Event Title:** Council Christmas Party

**Event Objective:** Member, family, and guest social event celebrating Christmas

**Event Budget:** Determined annually

**Manpower requirements:** Est. coordinator hours -20

**Sign up genius format:** blank list with name and number of guests.

**Schedule:** Second Tuesday in December starting at 6 pm. Announcements-30 day prior and finalize 7 days prior, Caterer-30 days prior and finalize 5 days prior, voucher request for expenses- within 5 days of event, guest list-within 5 days after event

**Facility requirements:** Coordinates use of Parish green room with Pastoral Associate.

**Equipment requirements:** serving tables, dining tables, chairs, flatware

**Dress requirements:** Christmas casual with name tags. Guests will be supplied a tag.

**Duties:** The event coordinator will schedule the green room with the parish. Obtain bids for entrees, and appetizers. Wine, beer, drinks, and deserts will be provided by the council. Select a caterer and present to council. Coordinate all activities between council, caterer, and parish. Serving will be buffet style. Determine the table arrangements and serving order. Determine and provide entertainment, if desired. The outside guards will conduct a 50/50 raffle. Prepare an announcement flyer. Prepare the event program and perform MC duties including the introduction of the GK and special guests. Submit final report.

**Coordinate with:** Parish scheduling office, caterer, and council

**Promotion:** Email invitation from Grand Knight to members

**Other information:** This will be a catered event. Other than guests invited by the GK, non -immediate family guests will be asked to pay the meal cost. Green Room setup and clean-up will be done by the attendees. Determine and collect attendee assessment if needed. Centerpieces, table cloths, and table prizes are purchased by the council

## **Council Event Description**

Event Final Report: Council Christmas Party

Date:

Number Served:

Total Cost:

Cost per Serving:

Total man-hours expended:

Total money raised: this is not a fundraiser

Dollars raised per man-hour:N/A

Summary report:

What went right:

What can be improved on:

Special recognitions: