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Tips for Success for Your Event or Job 2009-2010

- Please contact **Nancy Rock (Mothers' Club Treasurer)** *as soon as you start to plan your event* to determine the budget details for the event. Her contact information is: rocksfive@msn.com or 952-983-0137.
- Please contact **Susie Housh (Mothers' Club President)** to review your draft work plan for your event. Her contact information is: sc4209@aol.com, or 952-925-4850.
- If your event occurs on the weekend, contact the school office to arrange for the school to be unlocked.
- If your event requires food or kitchen usage, please contact **David Sansone** at: taher@cadets.com or 651-683-1543, *and* **Sue Kirk** at skirk@cadets.com; 651-683-1544.
- At least one week prior to your event, complete a work order for maintenance; detail how you would like tables arranged, needs for podiums, coat racks, etc. A copy of the work order is in your folder, or you can get one from the school office. **Put it in Paul Solmon's mailbox.** His contact information for questions or a discussion is: psolmon@cadets.com or 651-683-1536.
- If your event requires special Audio/Visual needs, such as a microphone, special address system, or event taping, contact **John Geroux** at least 2-4 weeks in advance. A work order for his assistance must also be completed. His contact information is: 651-683.1567.
- When sending invitations to an event, be sure to have all information on the invitation as well as on the reservation portion. Also, remember to add a name and phone number of one of the chairs for those who have questions.
- When possible, put the Mothers' Club Newsletter to work for you in advertising your event. However, contact a newsletter chair very early. Production schedules are set weeks or months before the printing. Their contact information is:
 - **Jennifer Weichert** jweichert@comcast.net 651-686-9750.
 - **Diana Fahey** Diana.fahey@southstpaul.org 651-735-4610.
- If your event includes a mass, be sure to budget a \$75 stipend for the priest, funds for altar flowers if needed, and program printing. The Liturgy Committee may share these fees but, be sure to coordinate with the Liturgy Chair, **Jane Wolfgram**. Her contact information is: jane.wolfgram@gmail.com or 952-942-8079.
- In order to be reimbursed for expenses, complete an expense reimbursement form and submit this and all receipts to the treasurer, **Nancy Rock**. Her contact information is: rocksfive@msn.com or 952-983-0137.
- When making purchases, always remember to use the Tax Exempt Certificate/Number. You will not be reimbursed for taxes paid if they could have been avoided.
- Event reports are essential to those who follow you in your Mothers' Club role. Be sure to complete an Event Report immediately following your activity while your memory is fresh. Submit these to **Kathleen Lee**, and also include a copy in your binder, to pass along to your successor. Kathleen's contact information is: kslee1@comcast.net or 952-925-5751.

*** Should this contact information not be available to you, please remember you may always contact the Mothers' Club at mothersclub@cadets.com and someone will be in touch!