



OUR LADY OF GRACE CATHOLIC CHURCH

9900 E. 191ST STREET NOBLESVILLE, IN 46060

(317) 773-4275 WWW.OLOGN.ORG

HOW TO PLAN AN EVENT AT OUR LADY OF GRACE

Some of the greatest blessings at Our Lady of Grace are the speakers, dinners, retreats, festivals, socials, and other events hosted at the parish. We welcome you to prepare and plan for a event that leads parishioners into worship, discipleship, stewardship and hospitality. We kindly ask that you follow the guidelines below so that events can be as organized and effective as possible!

1. **If your event is a fundraiser, you will need approval from the Cabinet.** In seeking to minimize fundraising at OLG, we ask that you receive approval at least six months in advance of your fundraiser. Approval comes from the Cabinet, which meets monthly. Please submit the [Fundraising Request Form](#) to [Mike Witka](#).
2. **Reserve a room or other space.** To reserve any room or other space on the OLG campus, email [Nitamarie Azman](#) with the date, times, expected set-up/tear-down time for your event, and requested space. She will confirm this reservation within five business days or, if there is a previous reservation for that space, she will work with you to find an available space. As well, if you cancel your event, please let Nitamarie know!
3. **Make sure you have proper licensing and/or insurance liability coverage.** In events involving gaming (including but not limited to Bingo, card games, raffles, etc.), there are specific procedures to follow. Please contact [Lynn McKinney](#) at least two months in advance if you plan on using gaming at your event. Similarly, serving alcohol at an event requires both parish approval and proper licensing, which can take up to two months to receive. Please contact the [Church Office](#) if you plan to serve alcohol at your event.
4. **Fill out the appropriate financial forms.** If you are expecting to use church funds for your event, we ask that you fill out the [Purchase Order Form](#) and receive approval from [Mike Witka](#) before making your purchases. Please use the [Check Request Form](#) or the [Deposit Form](#) as needed for your event. Also, Our Lady of Grace is a nonprofit organization that does not pay sales tax, so be sure to obtain a [Tax Exempt Form](#).
5. **Schedule any work orders.** OLG Maintenance is happy to help you set up for your event if needed. Please fill out a [Maintenance Request Form](#) for furniture rearrangement or specific maintenance needs and submit to the [Church Office](#). If you require copies for your event, please use the appropriate code on a church copier or contact the [Church Office](#) for large quantities or assistance. If your event takes place in the late evening or early morning, please sure to let us know so we can prepare the building and staff!
6. **Promote your event.** Please see the 'How to Promote an Event at Our Lady of Grace' document for detailed instructions on getting the word out about your event!
7. **Host your event.** Please use our space to build the Kingdom of Heaven on Earth.
8. **Clean up and wrap up financials.** Following your event, we ask that you immediately reset the room(s) used to their original layout. Additionally, please 'leave things cleaner than when you came.' Submit any previously approved bills, reimbursements or collected funds to [Lynn McKinney](#) using the appropriate [Check Request Form](#) or [Deposit Form](#).
9. **Don't forget to follow up your event.** Sending pictures to the web site or Facebook, writing thank-you notes, and sharing your experiences with other parishioners are all wonderful ways to follow up your event!
10. **Start thinking about next year.** If your event was successful, start planning for next year by getting your approvals and room reservations done early!

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HOW TO PROMOTE AN EVENT AT OUR LADY OF GRACE

Our Lady of Grace has many opportunities for you to get the word out about your event or ministry. Please consult the following guidelines so that promoting of events can be as organized and effective as possible!

Bulletin Announcements

Please submit brief (75 words or less) bulletin announcements to the [Bulletin Editor](#) at least eight days prior to the weekend you would like the announcement published. We recommend you share the essential information then point readers to a source of more information. Submissions are subject to editing or postponement if necessary. Please indicate if you'd like your article to repeat, with a max of three consecutive weeks. Bulletins 'stuffers' are flyers inserted into the bulletin. To use a 'stuffer,' contact the [Church Office](#) to schedule a weekend. Please be ready to submit your flyer (we'll print it for you) and plan for members of your ministry to 'stuff' the bulletins the Thursday or Friday prior to your scheduled weekend.

Mass Announcements

Mass announcements are very brief and limited to Gathering Space displays and events immediately following the liturgy. Please submit a [Mass Announcement Form](#) to the [Church Office](#) to receive approval.

Gathering Space Display

Gathering Space Displays are reserved just like rooms at OLG. Please email [Nitamarie Azman](#) with your requested weekend(s) to find out if space is available to set up your display.

Web Site Headlines and Articles

Promoting on the parish web site features your event in the home page 'headlines' and/or include all relevant information, photos & video on your ministry's page. Please email the [Webmaster](#) to advertise online.

Social Networking

Our Lady of Grace has a Facebook Page (facebook.com/ourladyofgrace) that we welcome parishioners to use as a notice of upcoming parish events. Simply 'Like' the Page and post your message, photos or videos! If you wish to advertise via Twitter, please send a 140-character or less message to the [Webmaster](#).

Bulletin Boards

As most bulletin boards are reserved for certain ministries, approval of posts is required from the [Church Office](#).

Signs & Flyers

You are able to post signs or flyers on the walls of church building provided you have approval from the [Church Office](#), you remove them after your event, and you refrain from using scotch tape, tacks or staples!

Outdoor Sign & Banners

Our outdoor sign can advertise events for the whole community! Please reserve a date with the [Church Office](#) and be prepared to post and take down your message. Outdoor sign messages can be displayed for up to one week and, per city regulations, must not exceed eleven words. Banners cannot be posted along the road but can be set up with certain rules on church grounds if they have approval from the [Church Office](#).

Ministry of the Month

Our Lady of Grace has an excellent opportunity for ministries to share their purpose and activities with the parish. If you think your ministry or event would benefit from this option, please contact the [Church Office](#) to schedule a month. Also, see the [Ministry of the Month Description](#) for more details.

Bulletin Editor
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