CEREMONY "TO DO" CHECKLIST

(NOTE: Your list will vary depending on the particular ceremony, community, region, etc. Adjust as necessary to fit your situation.)

Six Months Ahead of Event:
Select Organizing Committee
Schedule date
Arrange for priest, RC, or others to officiate
Arrange for musicians
Arrange for venue – church, meeting room, hall
Eight Weeks Ahead of Event:
Schedule final Interviews with candidates/members
Order Ceremonial Scapulars and purchase other supplies (i.e. certificates, candles, name tags, etc.)
Confirm event with scheduling office
Confirm date and time with officiator(s) and musicians
Confirm date and time with candidates/members
Confirm date and time with Community
Purchase any gifts that will be given to officiator(s), musicians, etc.
Plan reception afterward with council and Community
Four Weeks ahead of Event:
Prepare ceremony binder for officiator, director, formation director, candidates/members
Prepare program and copy enough for expected attendees
Remind candidate/members to invite family and/or friends to ceremony
Prepare Final Profession certificates
Gather all supplies needed (certificates, candles, Scapulars, name tags, lighter, Holy Water, etc.)
Arrange for bulletin announcement of ceremony
Arrange to pick up any keys necessary

Plan	ning the Mass (If Applicable):
	Select music and arrange with musician(s)
	Assign Greeters to hand out programs
	Assign reader of the Word
	Assign extraordinary Ministers of Eucharist
	Assign sacristan
	Assign people to bring up the gifts at Offertory
	Review Ceremony Binder with officiator prior to Mass
	Arrange to have statue of Our Lady of Mt. Carmel set up
Afte	r the Ceremony:
	Community Secretary to send notification to LCO
	Arrange for bulletin announcement of congratulations to members