



## Event Planning Checklist

This checklist is intended to help you plan and publicize your event.

### Food Service:

You will need to contact caterer directly once your event is on the Church Calendar.

PHPC Caterers cannot accept requests for food until the event is on the official Church Calendar.

- Jubilee Hall Caterer: Gary Buehler, Petaluma Catering, 214-749-0299
- Available for events outside of Jubilee Hall: Gary Buehler, Petaluma Catering, 214-749-0299. State who/what council is responsible.

### How will event registrations be made?

- If a reservation line is needed, contact Linda Smith at 214-368-6348, ext. 111 or [lsmith@phpc.org](mailto:lsmith@phpc.org).
- The communications department can help with online registrations if needed (contact information below)
- If you would like to sell tickets or take reservations in the Atrium, you must reserve Atrium counter space with the communications department (contact information below).

### Submit for Reimbursement of out-of-pocket expenses

A PHPC Requisition Form should be filled out and signed by the Council/Ministry Team Chair or Staff-Liaison. Please attached an itemized receipt to the form and submit to the Finance office within 30 days of your event. Forms are available in the Finance office.

### Getting Your Event Plugged into PHPC Communications

Once you have completed and submitted your Calendar Request Form (other side), you may submit your publicity information to the Communications Department. Please see the Publicity Submission Information Document on how to proceed. This document is available in the church office or at [www.PHPC.org/communications](http://www.PHPC.org/communications).

Questions? Contact the department at [communications@phpc.org](mailto:communications@phpc.org) or 214-368-6348, ext. 170.