

## CEREMONY “TO DO” CHECKLIST- *SAMPLE*

*(Note: Your list will vary depending on the particular ceremony, community, region etc.)*

### Six Months Ahead of Event:

- Select Organizing Committee
- Schedule date
- Arrange for Priest, RC or other 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 and musicians
- Confirm date and time with candidates/members, community
- Purchase any gifts for officiators etc
- Plan reception afterward with council and community

### Four Weeks ahead of Event:

- Prepare ceremony binder for officiator, director, formation director, candidate/members
- Prepare program and make copies for attendees
- Prepare Final Profession Certificates
- Gather supplies (candles, scapulars, certificates, name tags, lighter, holy water etc.)
- Arrange to pick up any necessary keys

### Planning a Mass (if applicable):

- Select music and arrange with musicians
- Assign Greeters
- Assign Reader of the Word
- Assign Eucharistic Ministers
- Assign Sacristan
- Assign Offertory Gift Bearers
- Review Ceremony Booklet with Celebrant
- Arrange placement of OLMC Statue

### After Ceremony

- Secretary to send notification to LCO
- Payment of stipend to officiator