

Program Description: Poinsettia Memorials

Audience: Parish at Large

Objectives: To provide a time and place for parish members to remember their loved ones.

Timeline: Start in November with flyers in the bulletin. Then into December with the ordering and setting up of Poinsettia trees at a service planned especially for this. Last job is to set a schedule to water and maintain the Poinsettia Trees into the month of January.

Location: Church and Christian formation offices

Committee Jobs: Recruit enough teens for tasks.
Advertise with flyers in bulletin Nov.& Dec.
Tally poinsettia orders.
Type name of donors and loved ones for flyer in bulletin as orders come in. (See previous examples.)
Check with liturgical about service being planned.
Set up poinsettia tree stands day of service.
Have teens present day of service to carry them to altar.
Set up watering and care schedule for the rest of Dec. into Jan.

Resources and Equipment Needed: Paper, watering cans, and poinsettias once ordered. People to make flyers and tally orders.

Publicity Plan: Flyers in bulletin and announcements at the end of Mass as deadline approaches.

Budget: 6 reams of paper

Permission and Registration: N/A

Evaluation Procedures: Complete Evaluation on back of event form, complete Financial summary statements and teen workers sign ins at the end of event

Tasks: Once committee is formed assign one person to be liaison w Youth Minister

Have sign up at November education meeting for jobs.

Flyer makers

Teens to tally orders

Teens for Liturgical service

Adult to oversee project

Order poinsettias. (Give Mrs. A or adult helping the final order tally to place this order)

Organize teen to set up tree stands, day of service (if Kent doesn't do).

Set up watering and care schedule

Notes: Always check with Mrs. A through the group liaison to make sure all is going according to plan. Keep her informed on everything.

Event Evaluation

Please briefly on the following areas of your program

Job Description

Attending

What were your final costs? (\$ and time)

Amount collected in fees or items

Program overall

Notes for next year planning