

All Saints Celebration Planning guide							
Jobs Matrix							
			August		September		October
Job v	Job v	Event >	Palo Alto Art & Wine - Lemonade	Patio Eucharist	Kickoff Sunday & Picnic	Ministry Fair	Blessing of the Animals (St. Francis)
Overall Coordinator							
	Publicity						
	Food Preparation						
		Menu planning					
		Food Purchase					
		Food preparation					
		Cooking/carving					
	Food service						
		Receive pot-luck items					
		Refill buffet tables					
		Put out deserts					
		Prepare coffee/tea					
	Beverage coordinator						
		Wine service					
		Water on tables					
		Punch bowl					
	Entertainment coordinator						
		Audio setup/tear down					
		Video setup/tear down					
	Child care provider						
	Setup coordinator						
		Table setup					
		Table decoration/setting					
	Clean up coordinator						
		Hired dishwashers					
		Table/chair teardown					
		Sweeping/trash					
Scribe - summarizes the event for use by future event planers							

Fall/Winter Semester Celebrations							
October	November		December				January
Auction	All Saints Day	Stewardship lunch/dinner	Advent Festival	Lessons & Carols - English Tea	Christmas Pageant	Christmas Dinner	Epiphany - Three Kings [Jan 6]
						1 Person	
						1 Person + 4-5 crew	
						1 Person + 3-4 crew	
						1 Person	
						2 people	
						1-2 people	
						1 Person	
						1 Person	
						1 person	
						2 people	
						2-3 people	
						1 person	
						2 people	
						2 people	
						1 person	

Spring/Summer Celebrations							
February	March/April			May			
Shrove Tuesday Pancake Super	Palm Sunday	Maudy Thursday Dinner	Ester Vigil	Easter Brunch	Pentacost	Palo Alto Garage Sale - June 4	
				1 person			
				2-3 people			
				2-3 people			
				1 person			
				1-2 people			
				1 person			
				2 people			
				2-3 people			
				1 person			
				2 people			
				1 person			

