

Church Organization Event Checklist

Before You Book

- Confirm event purpose.
- Identify committee Chair and primary contact.

Select Event Type

- Catered.
- Offsite Food Prep (Drop-Off).
- Onsite Food Prep (organization prepares food).

Booking & Approval

- Email request to events@sjachurch.org
- CC: admin@sjachurch.org
- Receive approval from SJAC Event Manager.
- Confirm caterer or offsite food provider for drop-off.
- Confirm staffing needs with SJAC Event Manager:
Bartender(s), Dishwasher(s) and Server(s).

Two Weeks Before Event

- Submit floor plan.
- Submit linen order.
- All self-provided bartending staff: Submit names of all Michigan certified bartenders and servers along with their valid state certificate to the Administrator's office for approval.
At least one person must be a Michigan certified bartender present at each bar at all times.

Event Day

- Tabletop set-up completed.
- Monitor kitchen and dining areas (self-catered).

Post-Event Cleanup (Required for all Self-Catered Events)

- Wipe kitchen counters, sweep any debris on kitchen floor, collect any remaining trash in room or kitchen and discard in trash receptacle.
- Unused paper goods or items to be stored and/or removed if self-provided.
- Used linens bundled in one pile.
- Utensils, pans, and equipment washed and stored (coordinate with SJAC Event Manager).
- Clean all used kitchen appliances: Grill, Oven etc.
- All vendor/entertainment equipment must be removed at conclusion of event (Catered and Self-Catered Events).

Failure to meet SJAC cleaning standards may result in additional charges.

Note: No room fee for church organizations.