

Hosting Public Events at Tabor – Checklist



- Does the church and entrance path need a clean-up?
- Toilets clean and presentable?
- Coffee and refreshments arrangements – coffee/tea/milk/biscuits etc in stock?
- Wheelchair operator on duty?
- Door stewards arranged?
- Central heating scheduled to come on in time?
- Organist / pianist?
- PA system - someone available to switch on? Additional mic in high pulpit?
- Video screens required? Someone to operate?
- Chairs and seating re-arranged, if required?
- Flowers?
- Unlocking / locking-up?
- Street and pavement clear of parked cars; notify neighbour.