

July, 2019

Cum Christo Events Coordinator Responsibilities

There are currently four events that the Events Coordinator coordinates each year:

1. Day of Reflection Saturday in January/February
2. Seder Meal Wednesday before Easter
3. Ultreyafest First Wednesday in August
4. Yule Ultreya December Ultreya

Day of Reflection

Coordinate with the contact at St. Martin de Porres Center on the campus of ODU at least 4-6 weeks before event. Ask them to provide water. We purchased coffee, tea and decaf from the center.

Coordinator with the Cum Christo web person to receive the emails of people registering for the event. Coordinate with the web person to clarify the date, time, and cost of the event. Make an Excel sheet of participants to take money and chain the day of the event.

Enlist three to five volunteers to assist with check-in and putting out continental breakfast and box lunches.

Order box lunches (include gluten free to be checked on registration email) from restaurant. In 2019 I used Jason's Deli, cost was \$7.99 per lunch, and we ordered roast beef, turkey, ham and a few vegetarian.

Purchased continental breakfast items.

Work with presenter on what they need for their presentation.

Give checks, cash and list of attendees to Jim Keating or Mike Chambers.

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Seder Meal

Contact Broad Street Presbyterian Church to secure the date and time.

Coordinate with the Cum Christo web person on information for the Seder Meal and to have the registrations emailed to you. Prepare a check sheet(s) and ask at least one volunteer to assist you with check in and taking the donations for the meal.

Coordinate with the person(s) preparing the food for the Seder Meal. Support them by assisting with set-up, possible food prep. Assist with take down and clean up.

Prepare sheets with table names (who reserved the table and possibly the people sitting at the tables).

Ultreyafest

This event takes place the first Wednesday in August.

In January contact Jim Keating and Mike Chambers to decide which Metro Park to reserve for Ultreyafest. We alternate areas of Columbus for Ultreyafest.

Upon the decision, reserve and pay for the reservation online at the Metro Parks. You will need to reserve a shelter that will hold close to 100 people with grills, some type of kitchen, water, etc.

Work with the web person to develop a flyer with the information including date, time, etc. (see flyer). There are no reservations for Ultreyafest.

In June, ask for volunteers to assist with the placing side dishes, desserts, grilling the meat, sitting up and assisting with the kids' activities, set up of tables, and clean-up. Contact musicians. Provide a container for donations.

Purchase plastic table covers, ice and possible meat, buns, chips, condiments, etc. Collect cooking items, coolers, charcoal, lighter fluid, etc. from storage at St. James the Less.

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**Arrive at the shelter at least 3 hours ahead to decorate tables, assist with the grillers, food set up, etc.
Stay through clean-up.**

Yule Ultreya

**Yule Ultreya is held at the Ultrey in December.
Coordinate with the PUT person as to which organization you will collect and donate to.**