

Event Site Expectations

The event site agrees to abide by the following agreements:

1. Event Contract
2. Marketing Addendum
3. Volunteer Expectations and Descriptions

The event site agrees to provide space for the event bookstore. Space can be agreed upon with the event coordinator prior to the event.

The event site agrees to allow St. Paul Center staff and volunteers adequate time to set up for the event, ideally the evening before the event, but if necessary, the morning of the event. Set up time will be arranged with the event coordinator prior to the event.

Know that the St. Paul Center appreciates all your hard work in making this event possible. Without great sites our events would not be possible. We will provide the following and will be available to answer questions every step of the way

- The St. Paul Center will provide an onsite staff member to coordinate and manage the event.
- The St. Paul Center will provide all the materials to run the event including bookstore supplies, registration check lists, and St. Paul Center presentation supplies.
- The St. Paul Center will help the parish in their planning of the event and bring our experience with countless other events to the table.
- The St Paul Center will have a dedicated Event Coordinator to assist the parish during all points of the planning process.

Thank you again for your dedication.