



# Name Tag Sunday

Process notes, overview and contact information

## Welcome & Hospitality Ministry ... BUILDING COMMUNITY

### **Event Chair:**

Name:  
Email:  
Mobile:

### **Description of event:**

- Provide blank name tags for parishioners and guests as they enter for mass
- Not regularly scheduled

### **Budget:**

- Expenses for supplies:
  - Blank name tags
  - Lanyard
  - Blank white business card stock to print logo for tag inserts
  - Markers
  - Color print cartridge

### **Promotion:**

- Contact Communication Chair and parish office to put event in the bulletin etc.
- Use parish app to request inclusion on parish calendar

### **3 months or ASAP:**

- Check supplies, order any necessary
- Designate at which Sunday (and Saturday) masses, Name Tags will be available.

### **1 month:**

- Arrange for volunteers to meet to assemble any name tags needed. Two people can easily assemble 100 tags in an hour.
  - Note: When assembling name tags, print paper inserts. An original is in the parish office for use in a copy machine. Insert paper into plastic holder.... You may need to use a small screwdriver or other tool to help get these open. Last, attach lanyard.
- Schedule volunteers for each mass to welcome all parishioners and ask if they would like a name tag... assist as needed.
- Schedule volunteers to set up tables before masses, high top tables with table clothes were set up in the narthex before Saturday 4:30 PM mass.

- Schedule volunteers to remove tables, launder tablecloths if needed and return any unused tags and markers to office.

**1 week:**

- Confirm:
  - All tags are assembled
  - Tables and table clothes will be available
  - Markers available

**Day of:**

- Arrive before (Saturday 4:30 PM) mass to set up any tables
- Welcome all who come to mass
- Supervise breakdown of tables

**Post Event:**

- Leave a small basket of tags in narthex.
- Return remaining tags, markers to office.

Smile