

WORLD COMMUNICATIONS DAY

Church (Organization) Hall Preparations Checklist

Please refer to the Hall Room Layout form WCD-003 to follow an example of how to hold the actual World Communications Day event.

1. Arrange tables and chairs around the hall with a circular center entryway table in the middle of the room.
2. Set up Hall World Communications Day Posters and Banners. A commercially made cloth World Communications Day Banner, measuring 3-ft. x 8-ft. printed in full color may be hung in a prominent place.
3. Decorate tables (buy or rent) as budget permits, with tablecloths and skirts. Royal blue, burgundy and white are color suggestions.
4. Place on each media table exhibit a 5x7-inch plastic sign holder with the Table ID Sign (e.g.: Cinema).
5. Individual table floral arrangements on each table - **OPTIONAL**.
6. Place snack trays filled with candy, donuts, or cookies on each media table exhibit.
7. Arrange the media table exhibits – see Section 6.

8. Set up the center circular media table:
 - Place a large floral centerpiece in the middle of the table.
 - Arrange the prayer cards, the Father John A. Hardon, S.J. Media Apostolate brochures, Promotional Brochures and your World Communication Day Program Books around the table centerpiece along with whatever other information packets you want to present to guests.
 - Set up the two entry way flag stands with Papal and American flags on either side of the circular table.
 - Set up a donation box at the front entryway center of the circular table between the two flags.
 - Place the World Communications Day portrait poster and flyer forms in plastic stands on either side of the donation box between the two flags.
9. Set up a “television” room with a large screen TV with a DVD/VHS hook-up. Arrange the chairs facing the TV. For example, Luke Films provided St. John Cantius with the preview DVD of the film, “Therese of Lisieux”, promotional materials, handouts and distribution “signature sheets” to encourage attendance when the film is released and to gain greater distribution of the film before its release. This is a great way to promote the Catholic faith at your event.

Classical Catholic movie videos/DVDs for adults and children can be shown on a regular size TV set.
10. Include activities for the young children, such as a storyteller corner (Bible story with coloring sheets). Ask for recommendations and the assistance of the CCD Coordinator/Home School group.
11. Arrange to have a refreshment table – something to drink and a finger food at a comfortable distance from the main exhibit.