

### Annual Acies Planner

By January:

## \_\_\_\_\_\_\_\_Set date and time

\_\_\_\_\_\_\_\_\_Arrange for church and hall

\_\_\_\_\_\_\_\_\_Arrange for priest or deacon for homily and Benediction

By February:

\_\_\_\_\_\_\_\_\_Make and distribute flyer

\_\_\_\_\_\_\_\_\_Distribute letter for auxiliary members

 \_\_\_\_\_\_\_\_ Arrange for organist

\_\_\_\_\_\_\_\_\_Choose songs

By March:

\_\_\_\_\_\_\_\_\_Prepare program and make copies

\_\_\_\_\_\_\_\_\_Prepare and copy song sheets

\_\_\_\_\_\_\_\_\_Include prayers in program or provide tesserae

For Acies:

\_\_\_\_\_\_\_\_\_Assign M.C.

\_\_\_\_\_\_\_\_\_Set up Legion altar in church (and in hall)

\_\_\_\_\_\_\_\_\_Bring processional vexillum and select someone to carry it

\_\_\_\_\_\_\_\_\_Be sure everything is ready for Benediction

\_\_\_\_\_\_\_\_\_Distribute programs

\_\_\_\_\_\_\_\_\_Assign servers

\_\_\_\_\_\_\_\_\_Assign ushers

\_\_\_\_\_\_\_\_\_Take up collection ?

For Social:

\_\_\_\_\_\_\_\_\_Have praesidia bring refreshments

\_\_\_\_\_\_\_\_\_Provide beverages (coffee urn, sugar, cream, tea/coffee, cold

 drinks, extension cord)

\_\_\_\_\_\_\_\_\_Provide paper products (plates, utensils, napkins, cups, tablecovers)

\_\_\_\_\_\_\_\_\_Have host praesidium oversee placement of serving of food

After Acies:

\_\_\_\_\_\_\_\_\_Clean up

\_\_\_\_\_\_\_\_\_Send donations to pastor, homilist, organist