

Location	
Date and Time	
Liturgical focus (<i>feast-day, theme</i>)	
Pastoral focus (<i>local / special events</i>)	

Planning:	Date / time	Venue / Notes:
Planning meeting		
Music practice (s)		

Music Team:	Who	Booked / Notes Special instructions
Director		
Musicians		
Singers		
Cantor		
Priest		
Technical (<i>Leaflets, Sound, Visuals, Lighting, etc</i>)		

	Item	Item	Key	Intro / notes
	Beforehand (Prelude)			
✓	Opening Hymn			
	Greeting			
✓	Penitential Rite (Kyrie)			
	Opening Prayer			
✓ ✓	Gloria			
	1 st reading			
✓ ✓	Psalm			
	2 nd reading			
✓ ✓	Gospel Acclamation			
	Gospel			
	Homily			
	Creed			
	Prayers of the Faithful			
	Collection			
✓	Offertory			
	Preface			
✓ ✓	Holy Holy (Sanctus)			
	Eucharistic prayer			
✓ ✓	Memorial acclamation			
✓ ✓	Doxology / Amen			
	Our Father			
	Sign of Peace			
✓	Lamb of God (Agnus Dei)			
✓	Communion			
	Final Prayer /Blessing			
✓	Closing Hymn			

	Afterwards (Postlude)			
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