

Office Use Only:

Date Received: _____

Date Approved: _____

Date Entered: _____

Scheduling Request Form for Events Using Parish Facilities****

Event Name:

Date(s) of the Event:

What Facility or Facilities:

Starting Time:

Ending Time:

Set-Up Dates:

Date(s) Required:

Starting Time:

Ending Time:

Committee Overseeing Event:

Volunteer Contact Name:

Phone #: _____ **Email:** _____

Staff Contact Name:

Are funds needed to support this event? Yes:___ No:___ If so, how much?_____

Fee to attend this event?_____

Expected Audience:

****** There is no janitorial service. You are responsible for set-up, take-down and janitorial work before and after your activity.**

Publicity Plan:

Bulletin articles due Monday at 8:30 am

Bulletin insert—due by Tuesday

Mass Announcement—due on Wednesday and allowed only for events happening immediately after Mass

Display in the Gathering Area