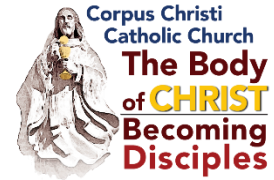


Event Request Forms



Purpose:

Event Request Forms (ERFs) are intended to encompass the facilities & communication requests for anything happening at the Parish.

Who should use this form?

Any ministry leader, ministry member, or staff member who wants to:

- Reserve space on the parish campus for a meeting, event, or other gathering relating to the parish, Catholic faith, or fellow parishioners.
- Communicate an opportunity to grow in faith and fellowship at the parish or surrounding community.
- Schedule regular meetings for a parish ministry or related events.

How to complete the form:

1. Click on the link in the right sidebar to the fillable PDF.
 - a. You may also print the form and complete it by hand - please write legibly!
 - b. Forms may also be picked up in the Parish Office.
2. Complete the fields at the top of the form by clicking into each field.
3. Facility Use Request
 - a. **Event Date:** if your meeting/event is more than one date, please feel free to attach an additional page with specific dates.
 - b. The **Event Time** is the actual start time of the meeting/event to be advertised.
 - c. **Set-up Time** is a half-hour, hour, or day ahead of time for you/your volunteers to set up the space.
 - d. The next four lines help our maintenance staff know how to set up the space you are requesting. If you have a specific style, please feel free to choose the closest description and add an additional page with a sketch.
 - e. If there is anything about your meeting/event that you need the staff to know that is not noted here, please feel free to include in the Comments line, on an additional page, or in the email you send us with the form.

4. Communications Request

- a. In this section, we want you to place an “x” in the box (just click on the box and type x - it’s not a checkable checkbox!) of all the ways you would like to have your meeting/event advertised to the parishioners.
 - b. You may indicate how many weeks ahead of an event that you would like it to be included in the bulletin, bi-weekly e-newsletter, verbal announcements, etc.
 - c. If you do not check an option, it will not be included.
 - d. If you are not sure about an option, please feel free to check it, and reference your questions on an additional page or in your email.
 - e. **PLEASE NOTE:** the Staff Liaison for your ministry will review this in conjunction with all other happenings in the parish and return it to you with what is approved.
 - f. **DEADLINES** are very important. This is why we request your information as far ahead as possible. The bulletin deadline is 10 days ahead of the print date; announcements need to be planned ahead so that your meeting/event isn’t lost among 15 other announcements; the bi-weekly e-newsletter is the most flexible as far as amount of content but is only every other week; the magazine deadline is a full month + five days ahead (i.e., for the June magazine, the deadline is April 25) and is typically only a list of events, not a full description.
 - g. Please submit all desired verbiage for the different communication types. Staff responsible for each type reserve the right to edit and adjust for space. If you have a desired graphic (free of copyright restrictions) or an idea of what you want, staff have access to collections that can be used.
5. **Questions?** For any questions, concerns, or clarifications, please contact the Staff Liaison for your ministry.