

Event/Liturgy Request Form

Please complete this form and turn into the priest in charge of your ministry. He will take the form for final approval to the pastor. **The Pastor will only accept this form from the priests.**

Before your event will be approved, added to the calendar or you can start advertising, you must complete this form in full.

Name of Organization: _____

Contact's Name & Number: _____

Event: _____

Name of visiting Priest or Speaker *(if applicable)* _____

including a letter of good standing for the visiting priest/speaker from their bishop/parish

Location(s) of Event: _____

Desired Date & Time: _____

Number of people expected to attend the event/liturgy: _____

What setup or items needed?

Audio/Visual Equipment Holy Hour Mass Reconciliation

Other or Special Items needed (please describe):

Announcement at Mass? No Yes

How many times _____ Dates _____ *(announcement attached)*

If Liturgy request also complete this section

Will you need priests or deacons? Yes No

If yes, how many? _____ How long will a priest be needed? _____

If it is a Mass, are Parish Lectors, Eucharistic Ministers and Altar Servers already scheduled? No Yes *(if yes, list needs to be submitted to liturgy dept.)*

Have you contacted the Music Director regarding Music/Cantor? Yes No

Office Use Only:

Priest in charge of Ministry: _____ Date: _____
Signature then printed name

Pastor's Approval: _____ Date: _____
Signature

Announcement Approval: Priest _____ Cantor _____

Added to the Calendar: Yes No by: _____

Advertisements Received and approved: Yes No