

# St. Josaphat Parish Event Request Form

## SECTION 1 - Event Details

**Please note:** As part of the approval process, an electronic signature will need to be obtained (*Section 2*) prior to finalizing details and securing the date/time for any event. **Please fill out SECTION 1 only, and email this document to: maria@stjosaphatparish.org.** You will be contacted within 5 business days by one of our Parish Staff members to inform you of the status of your request.

**Please check option that applies to your event:**

School Event     Parish Event

Today's Date: \_\_\_\_\_

**If this is a Parish Event, please indicate the following:**

Fundraising event     Non-fundraising event?

**Please check the Location at which you would like to hold your event:**

Gym     Church     Parish Grounds (outdoor events)

**Name of event:** \_\_\_\_\_

**Date of event** - Please indicate both the preferred date as well as an optional date. We cannot always guarantee your 1st choice and we would like to be able to accomodate all requests to the best of our ability.

**Preferred date:** \_\_\_\_\_    **Optional date:** \_\_\_\_\_

**Brief description of event:** \_\_\_\_\_

**Number of Attendees:** \_\_\_\_\_

**Committee/Group name:** \_\_\_\_\_    **Contact Person:** \_\_\_\_\_

**Contact email:** \_\_\_\_\_    **Contact Phone Number:** \_\_\_\_\_

## SECTION 2 - Event Signature Approval

Upon receipt of **electronic signature**, the contact person will be notified that the proposed event is approved. Additional details, including date and time of the event will be secured at this point.

Fr. Rich - Parish Non-fundraising event

Date

Ms. Colleen Cannon - School event

Date

Once event is approved, please contact Mary Drill at mdrill@att.net or 773-919-1268 to avoid SJAA scheduling conflicts.

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## SECTION 3 - Event Booking - OFFICE USE ONLY

**Event Type:**

School Event     Parish Fundraising Event     Parish Non-undraising Event

**Location:**

Gym     Church     Parish Grounds (outdoor events)

**Event Name:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Event Set Up Time:** \_\_\_\_\_ - \_\_\_\_\_

**Actual Event Time:** \_\_\_\_\_ - \_\_\_\_\_

**Event Clean Up Time:** \_\_\_\_\_ - \_\_\_\_\_

**Mary Drill (SJAA) is aware of event and calendar booking**

## SECTION 4 - Misc. Event Needs - OFFICE USE ONLY

**Does event require tables & chairs?**

*Please indicate quantity:*

Long Tables (seats 8)    Quantity \_\_\_\_\_

Round Tables (seats 6)    Quantity \_\_\_\_\_

Chairs    Quantity \_\_\_\_\_

**Does event require projector and screen?**     Yes     No

**Does event require sound system?**     Yes     No

**Additional comments or concerns:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Parish Office Staff Member signature*

*Date entered into calendar*