

Internal Event Booking Form
Return to Melody Dowling – Coordinator of Ministries

Please note, that all requests for booking or advertising events at St. Maurice Parish must be submitted at least 4 weeks before the event date.

Submissions after this date may not be accepted. Please fill out the form in completion.
Uncompleted forms with missing information will not be accepted.

This form is not a guarantee that this event will go ahead. Please wait to receive confirmation from Melody Dowling (melody@stmauriceparish.com).

Proposed Event: _____

Hosted by Ministry/Organization: _____

Event Co-ordinator: _____

Phone Number: _____ **E-mail Address:** _____

How many people do you expect at your event? _____

Outline of event _____

Date /Time

A) Actual Event Date and Time:

Date of Event: _____

Start Time: _____ End Time: _____

B) Pre and Post Event Times:

Set up: _____ Clean up: _____ Departure: _____

C) Is your event a recurring event? If so how often? When will it recur to?

Building Room Requests

Which rooms/areas would you need?

- Church Mezzanine Atrium/Hall Kitchen
 2nd Floor Board Room 3rd Floor Board Room 3rd Floor Kitchenette
 Other: _____

Set-Up Requests

Tables _____ Round _____ Rectangle _____ Square _____ # Chairs _____

Microphone Y N Podium Y N

Projector Y N Screen Y N (Please note: you must supply your own laptop)

Notes

Advertising Information:

If you have an image/logo for your advertisement, please send that to Melody Dowling directly, if your event is approved.

Your blurbs, whether for the bulletin or website, must be edited and ready for posting when submitted.

All posters and notices must be approved by the office before being placed on bulletin boards.

A) I would like my event advertised on:

- St. Maurice Parish Website
 St. Maurice Parish Bulletin
 St. Maurice Parish Bulletin Boards (You must provide your own posters, but we will post them, once approved)).
 I do not need any advertising/announcements

B) Do you have an image/picture for your announcement (Which you have the rights to use)? Please send that to Melody Dowling directly, if your event is approved.

Y N

C) If you checked off the boxes above to advertise via our website or bulletin, please send the following to Melody Dowling directly: *melody@stmauriceparish.com*

Parish Website Advertisement Blurb (Word Limit: 250 Words - Must be edited and ready for posting.)

Parish Bulletin Advertisement Blurb (Word Limit: 125 Words - Must be edited and ready for posting.)

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It is the responsibility of the ministry to contact the priests to arrange for their participation in events as is required. It is suggested the priests be contacted at the initial planning stages to establish their availability and again just prior to the event to confirm their attendance. The parish office does not keep their appointment schedules so it's important to contact them individually.