

ALL SAINTS PARISH

Calendar Request to Schedule Events

Requesting Organization (check one)	Facility (check one)
<input type="checkbox"/> Church Events <small>(Masses, Weddings, etc.)</small>	<input type="checkbox"/> Parish Hall (200)
<input type="checkbox"/> Faith Formation <small>(Baptisms, Classes, etc.)</small>	<input type="checkbox"/> Church (600)
<input type="checkbox"/> Music Events <small>(Practices, etc.)</small>	<input type="checkbox"/> Conference Room in Church (10)
<input type="checkbox"/> Other Events <small>(Other Organizations)</small>	<input type="checkbox"/> Dining Room Parish Office (10)
<input type="checkbox"/> RCIA <small>(Classes, Retreats, etc.)</small>	<input type="checkbox"/> Other
<input type="checkbox"/> School Events <small>(Auction, Scouts, etc.)</small>	
<input type="checkbox"/> Youth Ministry <small>(Edge, LifeTeen, etc.)</small>	

Event Name _____

Event Date _____

Start Time _____ Set Up time: _____ (in Minutes)

Finish Time _____ Clean Up time: _____ (in Minutes)

Special Requests _____

_____ . Approx # of people attending _____

Key Needed: (please circle yes or no)

Kitchen Usage: (please circle yes or no)

Person Requesting

Name: _____

Address _____

Phone(s) _____

Email: _____

Office Use Only

Today's Date: _____

Date entered into Calendar: _____

Confirmation Given: _____

Initials of Person Entering: _____