

**St. Mary of the Annunciation Calendar Request Form**

Event Name:	<p align="center"><b>FACILITY REQUESTED</b></p> <p><b>CHURCH</b></p> <input type="checkbox"/> Meeting Room 1 (36 people) <input type="checkbox"/> Meeting Room 2 (31 people) <input type="checkbox"/> Meeting Room 3 (27 people) <input type="checkbox"/> Hospitality Suite (10 people) <input type="checkbox"/> Worship Space* <input type="checkbox"/> Eucharistic Chapel* <input type="checkbox"/> Narthex <p><b>LITTLE CHURCH</b></p> <input type="checkbox"/> Worship Space* <input type="checkbox"/> Basement <p><b>SCHOOL</b></p> <input type="checkbox"/> Diantha Hall <input type="checkbox"/> Classrooms <input type="checkbox"/> Teacher Lounge <input type="checkbox"/> Library <input type="checkbox"/> Art Room <p><b>OTHER</b></p> <input type="checkbox"/> Gabriel House <input type="checkbox"/> Soccer Field <input type="checkbox"/> _____
Description:	
Ministry: <span style="float:right">Commission:</span>	
Contact Name: <span style="float:right">Phone:</span>	
E-Mail (required):	
Today's Date: <span style="float:right">(Request must be submitted <b>30 days prior</b> to event.)</span>	
<p><b>DATE(S) of EVENT</b></p> <p>a) If a <b>ONE-TIME</b> event: _____</p> <p align="center"><b>*** OR ***</b></p> <p>b) If a <b>REPEATING Event</b> (every second Tuesday, every first and third Monday, every Wednesday, etc.)</p> <p>Select all months included in the request.</p> <p>July Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun</p> <p>Sun Mon Tue Wed Thu Fri Sat</p> <p>Select Frequency:    1<sup>st</sup> Week    2<sup>nd</sup> Week    3<sup>rd</sup> Week    4<sup>th</sup> Week    Every week</p>	
Event Start Time: <span style="float:right">Event End Time:</span>	
Set-up Begin Time: <span style="float:right">Clean-up End Time:</span>	
<p>Estimated Number of People: _____</p> <p>Number of tables: 6ft: _____ 8ft: _____ 12ft: _____ Card: _____</p> <p>Number of chairs: _____</p> <p><b>Please provide a diagram of your space set-up on the back of this form.</b></p> <p><i>Please check any equipment you need:</i></p> <p>Podium:            Microphone:            TV/DVD:            Projector:            Flip Chart:</p>	

\*Liturgical norms must be considered in using these facilities.

Note: Funerals, visitations, funeral luncheons and liturgical celebrations take precedence over scheduled events. As these cannot be planned, we thank you for your understanding and cooperation.

**Will you be selling any goods/tickets/services or asking for donations of money or items?:** (select Y or N)

If "yes," you must submit a Fundraising Request Form with this Calendar Request. This request will not be processed if both forms are not present.

**No fundraising or collection may be conducted without approval** as described in *St. Mary of the Annunciation Fundraising Policies & Procedures*.

**EVENT PUBLICITY:** Would you like this event to appear on the parish website calendar?: Y / N (select Y or N)

For Bulletin articles, please email the content in Word format to [fvipond@stmota.org](mailto:fvipond@stmota.org). To access all other parish communications channels (website, social media, newsletter), please complete the communications request form found on the parish website and email it to [stmotacomreq@gmail.com](mailto:stmotacomreq@gmail.com). Approval of your publicity request and decisions concerning article size/space and duration will be made by the platform's Editor and Parish Staff.

**BUILDING ACCESS:** If you need access to a building at *night* or on a *weekend*, you must contact the Facilities Manager a **minimum of 7 days prior** to your event to make sure the door will be open or to get a key code.

**Please sign and return the completed Calendar Request Form to the Parish Office or email to: [facility@stmota.org](mailto:facility@stmota.org).**

(If completing online, you may type your name as your signature.)

Signature \_\_\_\_\_

Authorized by:	Placed on Calendar by:	Not scheduled/ Returned to Requestor:
Date: ____/____/____	Date: ____/____/____	Date: ____/____/____

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**Room Configuration:**

In the space below, please provide a diagram or description of the room set-up/configuration you desire.

(Note: If you are completing this form online, you may attach a scan of this page -- or another file containing your diagram -- when you email the Calendar Request form. Or you may deliver a hardcopy drawing to the Parish Office within 7 days of submitting your Calendar Request.)