

ST. FRANCIS OF ASSISI CATHOLIC CHURCH

EVENT/FUNDRAISER REQUEST FORM

(REQUIRED FOR NEW EVENTS/FUNDRAISERS THAT EXTEND BEYOND MEMBERS OF HOSTING MINISTRY)

Date of Request: _____

Hosting Ministry: _____

Requested Date(s) and Time(s) (enter month if not sure): _____

Contact Person: _____

Email: _____ Phone #: _____

Event Fundraiser Both

EVENT INFORMATION (do not complete if this is a fundraiser only)

Nature of Event: _____

Check Areas Affected: ___ Church ___ Chapel

Parish Center

Great Hall:

___ A; ___ B; ___ C

___ Foyer

___ Kitchen

___ Nursery

Meeting Rooms:

___ A; ___ B; ___ C; ___ D

___ San Damiano Room

___ Duesman Room

___ Education Wing

Outdoors

___ Center Courtyard

___ San Damiano Courtyard

___ West Field

___ West Parking Lot

___ Church/Chapel Parking Lot

Details Regarding These Areas: _____

FUNDRAISER INFORMATION (do not complete if this is an event only)

Purpose of Fundraiser: _____

Description of Fundraiser: _____

OTHER REQUIRED INFORMATION

List Requirements of the Liturgy Office (prayer services, Mass, requests of priest(s)/deacon(s), etc.), if applicable: _____

List Other Church Staff Expectations: _____

Will you be soliciting in the Foyer after Mass? Yes No

If so, what date(s) are preferred (subject to availability)? _____

Please attach any additional sheets that may help evaluate the event (e.g. photos, sketches, pamphlet samples, etc.)

ACKNOWLEDGEMENT

I understand that:

- This is not final until I receive this signed approval from my staff liaison.
- I need to submit this request to my staff liaison with enough time to get any necessary approvals.
- The hosting ministry is responsible for all set-up and clean-up of the event.
- All parish Safe Environment guidelines will be in place for any activity.
- All photographing, filming, taping and/or other recording will be reviewed by a designated event coordinator for policy compliance prior to distribution.

Ministry Representative: _____ Date: _____

APPROVAL

Staff Liaison Approval: _____ Date: _____
(needed for all events/fundraisers – acknowledges availability of facilities, tables after Mass, etc.)

Parish Council Approval: _____ Date: _____
(needed for events that are open to people outside of hosting ministry) *PC typically meets the 2nd Wed. of each month.*

Finance Council Approval: _____ Date: _____
(needed for fundraisers) *FC typically meets the 3rd Wednesday of each month.*