

## **ONE Catholic Event Form for New Events or Ideas, Special Events or Programs, Fundraisers, and more ...**

*For all proposed events, fundraisers, new programs, or things of this nature at ONE Catholic, which are outside of the ordinary scope of Parish or Group meetings, we ask that this Event/Idea Planning Form is submitted to the Central Business Office (at Holy Family Parish) at a minimum of 8 weeks prior to the event or fundraiser you are proposing. If emailing in this form, please send it to Emily Kwiatkowski at [ekwiatkowski@onecatholic.org](mailto:ekwiatkowski@onecatholic.org).*

*We will get back to you within 10 days of submission of this form so we can review your proposal, consult with you, and proceed. Feel free to attach additional pages if necessary. Please let us know if you have any questions.*

Name: \_\_\_\_\_

Parish: \_\_\_\_\_

Date: \_\_\_\_\_

1. What is the event/idea that is being proposed?
2. Who is the leader that is responsible and the point person for it? Please provide their contact info including email and phone number, here.
3. Please describe the event, its purpose, and all that is involved for its preparation.
4. Is this a one-time or ongoing event? Please provide schedule/dates and times, including all meetings, prep sessions, and the event itself.
5. What is the promotional plan for this event/idea? Who will be in charge of promotion?

6. What people other than the leader are involved in this event? Do you have to recruit additional volunteers from the Parish to help with this event? If so, how will you do that?
  
  
  
  
  
  
  
  
  
  
7. What will be asked of the Parish staff and/or priests during this process, leading up to or on the day of the event?
  
  
  
  
  
  
  
  
  
  
8. Are there any costs involved? If so, please provide full detail of proposed expenditures and where the financial resources will come from to provide for these costs.  
*(Note, all expenditures involving parish funds must receive prior approval if they are to be reimbursed. If approved, receipts must be provided with a parish check request form in order to be reimbursed.)*