

ONE CATHOLIC RECURRING MEETING/ACTIVITY FORM

If scheduling a recurring event, please attach a list of dates to this form. If the event you are requesting is a large parish event or fundraiser that requires any substantial amount of promotion, please also fill out the Event/Idea Form.

Event: _____

Description of Event: _____

Date: _____

Time, including set-up and clean-up: From _____ to _____

Time of actual event: From _____ to _____

Parish and Room: _____

Is this a change in date, time, or location? _____

If so, when and where was it previously scheduled for? _____

Hosting Group/Individual: _____

Is this event/meeting open to all parishioners? _____

Contact Person: _____

Contact Phone: _____

Contact Email: _____

Scheduling of meetings, events or any changes to such, must be recorded on this form and turned in or emailed to the Parish Office at least 48 hours before any desired meeting.

Thank you!