

# FORM 1- St. Veronica Church Reoccurring Event Request Form

This Form is to be completed for yearly and reoccurring events throughout the fiscal year (July 1 to June 30) (i.e. Men's adoration, Scouts, Little Flowers, Life in the Spirit, Retreats etc.) should be resubmitted by June 30th of each year with updated information.

Request date: \_\_\_\_\_ Person submitting request: \_\_\_\_\_

Telephone: \_\_\_\_\_ email: \_\_\_\_\_

Name of ministry hosting event: \_\_\_\_\_

Event Dates/Time required. (please list below or attach a separate sheet)

1. Date: \_\_\_\_\_ Time: \_\_\_\_\_

2. Date: \_\_\_\_\_ Time: \_\_\_\_\_

3. Date: \_\_\_\_\_ Time: \_\_\_\_\_

4. Date: \_\_\_\_\_ Time: \_\_\_\_\_

5. Date: \_\_\_\_\_ Time: \_\_\_\_\_

Or attach your calendar

Number of attendees expected: \_\_\_\_\_

Special needs: Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Other: \_\_\_\_\_

Location Request:: \_\_\_\_\_

**If you will require the use of the narthex for sales or registration for the event, please complete the narthex event request form.**

Would you like your event to appear on our website (public) calendar or on our sign? Yes/no

Would you like the event announce in our bulletin? If yes, please submit details with this form.

Your responsibility: Room setup and return to original setup at the end of the event

Please email this form to [cwegner@stveronica.com](mailto:cwegner@stveronica.com) or mail the rectory office.

**Event must be approved by Pastor or Business Manager.**

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