

FORM 2- St. Veronica Church Special Event Request Form

Special event request form for ministry leadership; for special events/activities outside of normal scheduled events/programs

* Request must be submitted at least 3 weeks before event.

Request date: _____ Person submitting request: _____

Telephone: _____ email: _____

Name of ministry hosting event: _____

Event Date(s): From: _____ To: _____

Time: From _____ To: _____

Set up time: From _____ To: _____

Location request: _____

Type of event _____

Alternative date: _____ Time: _____

Number of attendees expected: _____

Special needs: # of chairs _____ # of tables _____ Other: _____

Would you like your event to appear on our Website Calendar (public) and in our bulletin? Yes/no

Would you like an announcement in our bulletin or placed on the sign for your event? If yes, please submit the details with this form.

If you will require the use of the narthex for sales or registration for the event, please complete the narthex event request form #3.

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

Please email this form to cwegner@stveronica.com or mail the rectory office.

Event must be approved by Pastor or Business Manager.

Approved: _____ Date: _____