

FORM 3- St. Veronica Church Narthex Sales/Sign up/Registration/Marketing Form

This Form is to be completed for the use of the narthex, inside or outside, after Masses for sales, sign ups, marketing or registration of events.

- Request must be submitted at least 1 month before requested usage date.
- Only one event will be permitted in the narthex at a given date and time (unless otherwise approved).

Request date: _____ Person submitting request: _____

Telephone: _____ email: _____

Name of ministry hosting event: _____

Event Date: From: _____ To: _____

Time: From _____ To: _____

Narthex: (circle one) inside or outside on grass area

Type of event _____

Alternative date: _____ Time: _____

(rain date)

Special needs: Table _____ Chairs _____ Other: _____

Canopy _____ Yes/No

Will you be using poster? Yes/No

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: Narthex setup and 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: _____