

Event/Meeting Scheduling Form: Please Print Clearly

Date Received in Parish Office: _____ By: _____

- How would the event/meeting be listed on calendar:

- Will this event be held: Daily: _____ Weekly: _____

Bi-weekly: _____ On a specific date: _____

Monthly: _____ Occasionally: _____

As Needed: _____ Other: _____

- What time would you like reserved for this event: Please include preparation and clean up in parenthesis.

From (_____) _____
to (_____) _____

- What room/church facility would you like reserved for this event:
Church LH=lower hall UH=upper hall CC=Collier Center
First Choice: _____ Second Choice: _____

- What organization/committee is sponsoring this event:

- Who is the contact person for this event:

- Home Phone Number/Cell Number/Email Address:

- Any special request or notes regarding this event:

- Do you want this information placed in the bulletin? _____ If yes, it will be your responsibility to notify Bonnie Sepich with the accurate information by 9am Monday prior to the scheduled event.

Signature: _____ Date: _____

<p>For Office Use 1st Choice Confirmed _____ 2nd Choice Confirmed _____ Neither facilities are available at this time _____ Would you like to check on another date? _____ If so, when? _____</p>
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