**EVENT PLANNING REQUEST FORM**

**Approval must be granted prior to any advertising or the scheduling of a Facility Request**

**Name of Ministry/Organization/Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Has event been held before? \_\_\_\_\_\_\_**

**Requesting presence of: Clergy** **Lay ReligiousMusician Other Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Requested Date(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Specific Location Requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Requested Time(s) for Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Set Up \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clean Up \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Plans for Advertising: Bulletin Website Flocknote/ E-Newsletter Social Media Banner**

**Sandwich Boards Radio/TV/Newspaper Distribute Flyers Mass Announcement Mass presence with script Request Information be sent to other parishes (with MCC help)  Request Photographer, if available**

**Likely Attendees (check all that apply) \_\_\_ Children (under 18) \_\_\_ Adults**

**Will you need to use the kitchen? \_\_\_ Yes \_\_\_ No If yes, please provide the name of the person**

**assigned to oversee its use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Will food/non-alcoholic drink be sold? \_\_\_ Yes \_\_\_ No Will tickets be sold? \_\_\_ Yes \_\_\_ No**

**Will alcohol be served? \_\_\_ Yes \_\_\_ No Will alcohol be sold? \_\_\_ Yes \_\_\_ No**

**Type? \_\_\_ Beer \_\_\_ Wine \_\_\_ Liquor Will inventory be sold? \_\_\_ Yes \_\_\_ No**

 **Will there be any Contracts and /or Rental Agreements for goods or services? \_\_\_ Yes \_\_\_ No**

**If yes, describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Request submitted by:**

**Return to: GSCP Event Coordinator, Patty Call at:**

**PCall@gscparish.org** **or return to the parish office**

 Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_­­\_\_**

**Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_**

**Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Revised 08.13.18