

**PARISH ACTIVITY REQUEST FORM**

The parish will only host and publicize activities that support the mission of the parish and which are in accord with the teaching of the Catholic Church.

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**Description:**

When:

Where:

Purpose:

By whom:

For whom:

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**Please reserve the following space:**

(Hall, Classroom, Church, etc)

Time needed:                      From                                      Until                                      Time event starts  
(Please allow for set up and clean up)

**Note: If multiple or recurring dates, please include all.** Chairs and Tables must be returned to their places. Funeral lunches have priority for Church halls. Every effort will be made to make alternate facilities available.

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**Bulletin Announcement:**

Bulletin Dates:

**Note: Bulletin deadline is Tuesday noon of the prior week.** Bulletin space is limited, so please limit to 50 words and attach your logo or artwork, Email transmission is preferred. If you would like staff to design and attach clip art, please indicate so above. Priority is given to liturgy, formation, parish administration and parish organizations. Please include all dates you wish the announcement to appear. Where space is not available, you will be notified and given alternative options.

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**Contact Information**

Name:

Address:

Phone:

Email:

Parish:

**\*\*All events will be placed on the Parish Calendar and appear on the Website.\*\***

Date Completed: \_\_\_\_\_ by \_\_\_\_\_                      Date Verified: \_\_\_\_\_ by \_\_\_\_\_