

**St. John Catholic Church  
Event Request Form**

**WHO IS THE SPONSOR OF THE EVENT?:**

Sponsoring Organization or Group: \_\_\_\_\_

**WHO IS MAKING THE SCHEDULING REQUEST?:**

Requestor: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Today's Date: \_\_\_\_\_

E Mail Address: \_\_\_\_\_

**WHAT IS THE EVENT BEING REQUESTING TO BE SCHEDULED?:**

Event Title: \_\_\_\_\_

Event Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**WHEN WILL THE EVENT TAKE PLACE?:**

Requested Date: \_\_\_ / \_\_\_ / \_\_\_

Estimated Attendance (if known): \_\_\_\_\_

Time Event Starts: \_\_\_\_\_

Time Event Ends: \_\_\_\_\_

**WHERE WILL THE EVENT BE HELD?:**

Location Preference: \_\_\_\_\_

**WHY IS THE EVENT BEING HELD?**

Event Purpose: Social / Fundraising / Other

**MISCELLANEOUS**

If space allows, do you want your program listed in the bulletin? Y / N

Do you want your program listed in outside of the Parish publications? Y / N

This form needs to be sent to either Dave Ott (otter@composingroom.com) or Susan Scalise (scalise 04@sbcglobal.net) for them to check calendar availability.