



Saint Maximilian Kolbe Catholic Church

Ministry Scheduling Request Form July 1, 2019-June 30, 2020

Today's Date: _____ Ministry/Organization: _____

Event Name: _____ Size of event (# of participants) _____

Contact Person: _____ Phone: _____

Email: _____

Dates Requested: From: _____ To: _____

Frequency of Event: _____ i.e. weekly, monthly

Exception(s) to frequency: _____

(If this is a reoccurring event please list the dates you do not wish to meet. Please be mindful of the "no schedule dates" and Family Promise dates on the Scheduling Calendar/Policy and any other holidays, school breaks, etc.)

Actual Time of Event: From: _____ To: _____

Setup Time: 15, 30, 45, 60(minutes) circle one

Cleanup: 15, 30, 45, 60(minutes) circle one

Facility/Room Requested: 1st Choice _____ 2nd Choice _____

Resources Needed

Gathering Space Table *(specify weekend)* 1st Choice: _____ 2nd Choice: _____

Room with TV Fundraising Form Alcohol Permit

This request does not guarantee availability. You will receive confirmation of your dates before July 1. Your dates are not finalized until you receive the confirmation email.

Thank you!

Office Use Only Scheduled: _____ By: _____

Does your ministry need help with promotion of their event? The Communications office can help!

- *Bulletin Ads*
- *Witness at Mass*
- *Facebook*
- *St. Max Website*
- *Online Event Registration*
- *Lector Announcement*

Contact Sarah at 777-4322 x121 or email her at smerkel@saint-max.org