

SPECIAL EVENT 2016 - 2017**FOR ALL ONSITE SPECIAL EVENTS**Fundraising Event ☐Liturgical Event ☐Other ☐

Today's Date: _____ Organization: _____ Group: _____ Troop #: _____

Chairperson: _____ Phone: _____
(Area Code)Alternate: _____ Email: _____
(Area Code)

Please describe event: _____

Number of people attending: _____

Room/facility requested: _____ Event date(s) requested: _____

REQUESTED DATE & TIME OF EVENT:***Special Needs (Circle one)****Additional forms or fees**

	Date(s):	Start Time:	End Time:		Yes	No
Event:		AM/PM	AM/PM	Bulletin Request		
Event:		AM/PM	AM/PM	Sign Request	Yes	No
Set-up:		AM/PM	AM/PM	Liquor License	Yes	No
Clean-up:		AM/PM	AM/PM	Flyer Distribution	Yes	No
				Broadcast Email	Yes	No

*****Request use of Church Foyer, Parish or School Offices for:**Sales ☐ Donations ☐ Membership Drives ☐ Tickets ☐ Asking Amount \$ _____

Please describe the product: _____

Church Foyer	Start Date	_____	End Date	_____	All Masses
Parish Office	Start Date	_____	End Date	_____	Yes _____
					No _____

* If the facility used is not cleaned properly after the event, the organization is subject to a fine of \$50 or a cancellation of the next event.

* 7-day minimum notice is required for all cancellations. If regulations are not followed, future events may be cancelled.

** Email all bulletin requests to bulletin@stmonicachicago.com.

All requests must be approved and received by the Bulletin Editor at least 3 weeks before the published event.

** 90-day notice is needed for all liquor license requests (along with a \$50 fee). Please note that some requests may be denied or require additional information.

** The sign request form must be received by the parish secretary at least 14 days before the event.

** All flyer request for school communication folders must be approved by Ray Coleman, St. Monica Academy or Laurie Becker for St. Monica Religious Education students. St. Monica is not responsible for the printing or designing of the flyers. Approved flyers must be received at least 14 days before distribution date.

** Broadcast email information requests should be sent to sdebski@stmonicachicago.com.

All requests must be approved and received at least 3 weeks before the published event. Please note that emails are sent on the first of the month. Emails are sent parish-wide and cannot be limited to specific groups, such as school families only.

*** It is the organization's responsibility to have supplies available for sales in the Parish and School Office.

Sales in the Parish Office are only allowed, with prior approval, Monday through Friday from 9 a.m. to 5 p.m.

Administrative Notes

Approved by: _____

Entered in PDS: _____