

**ST PAUL'S EPISCOPAL CHURCH
PROGRAM / EVENT REQUEST FORM**

**Complete in full and submit at least 3 MONTHS prior to the event.*

**Once approved YOU must add your event to the online calendar on our website within one week after approval!*

Requests for tentative events **WILL NOT BE ACCEPTED. Plan ahead! Have your ducks in a row and make sure you're ready to move forward once your event is approved.*

Today's Date: _____

Submitted by: _____
(Your name)

ONE TIME EVENT:

Event Title: _____ Event Date: _____

Start Time: _____ End Time: _____

Event Description (use separate paper if needed):

Event Location (e.g. Church, Parlor, Parish Hall, etc): _____

PERSON IN-CHARGE OF THIS EVENT: _____

_____ Funding is requested for this event (attach proposed budget including up-front money needed that is expected to be returned through ticket sales or whatever)

_____ Fundraisers are planned to pay for this event (attach proposed budget along with descriptions and proposed dates for each fundraiser)

ONGOING, SEASONAL, or SPECIAL PROGRAM:

Program Title: _____

Program Description: _____

Program Location: _____

Starting Date: _____

Meets weekly on _____ at _____
(Day of Week) (Time)

OR

Meets Monthly on _____ at _____
(Eg, "third Tuesday") (Time)

OR

Meets Other: _____
(Description of meeting schedule)

PERSON IN CHARGE OF THIS PROGRAM: _____

_____ Funding is requested for this event (attach proposed budget including up-front money needed that is expected to be returned through ticket sales or whatever)

_____ Fundraisers are planned to pay for this event (attach proposed budget along with descriptions and proposed dates for each fundraiser)

Please check the appropriate line(s)

_____ Upon approval, I will add this event/program to the online parish calendar on the parish website.

_____ I prefer to have Vikki add this event/program to the online parish calendar

(Required) I will submit this event for inclusion in the worship bulletin* (Vikki Mize, parish administrator) and the monthly parish newsletter* (Susi Lewis):

_____ (your initials)

* Bulletin Deadline: 9:00AM each Wednesday / Newsletter Deadline: 4th Friday of each month

Office Use Only - Rector _____ (Check all that applies; submit to office secretary)

Event approved by Rector _____ Budget approved by vestry _____ (Date)

Person in charge notified of acceptance _____

Office Use Only – Secretary

Added to parish calendar _____

Submitted to newsletter _____ Submitted for bulletin _____