



St. Mary Magdalen Church Parish Life Event Request Form

Today's Date: _____

For Office Use Only:

Event approval by/date:

Entered in Calendar by/date:

Confirmation email sent by/date:

All fields required!

NOTE: Liturgical events have priority.

Please give our office one week to have your event approved and scheduled. You will receive a confirmation email once your event has been entered into the online calendar. All current events can be viewed on our parish website www.smmchurch.org, then click on parish calendar. If you have questions about availability of space, please contact Lisa Borgia, Parish Office Coordinator at 302-652-6800, ext. 114 or Lisa.Borgia@smmchurch.org.

Group Name _____

Person in Charge of Event _____

Email _____ **Phone** _____

Date of Event _____ **Type of Event** _____

*Please note setup time is the earliest you may occupy the space. Setup & cleanup time do not appear on online calendar.

Setup Date _____ **Setup Start Time** _____ **Setup End Time** _____

Event Start Time _____ **End Time** _____ (If no clean up, you must be out of the room at this time)

Clean Up Start Time _____ **Clean Up End Time** _____ (You must be out of the room at this time)

Room Requested _____ **Number of People Expected** _____

Announcements / Marketing: _____ **Parish Website** / _____ **Bulletin** / _____ **Facebook** (*check all that apply*)

Please provide a short description of your event to be added to the following placed indicated above to promote your event. Submissions are subject to editing for space, content and grammar.

Is this event a fundraiser? YES or NO (All fundraisers are subject to approval by Father Kirk.)

If YES, please answer questions below. You will receive an email response from our office within 7 days.

Please explain what your event will be raising funds for:

Event Configuration/Set Up Requests to be completed on back of form.

St. Mary Magdalen Church Event Configuration/Set Up Request

We will reserve space only after receiving your written request.

Please provide the following information:

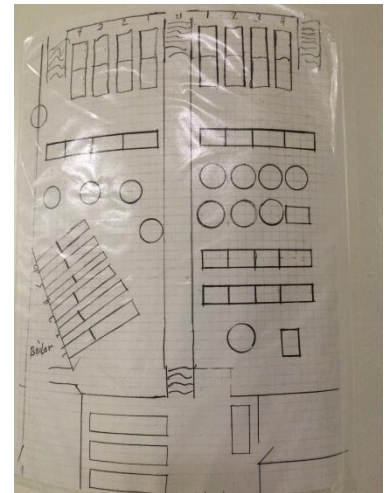
1. A brief description of how you need the room set up with tables and chairs. If necessary, draw a diagram to assist in making your needs clear.
2. Audio / visual needs.

NOTE: Set Up Requests must be submitted 2 weeks in ADVANCE for planning purposes.

Set Up Requests are for the Church Hall. We ask that you leave the building as your found it, meaning tables have been cleared and all trash thrown away. Please indicate in your set up request if you need maintenance to move tables before and after your event, to return it to the original set up due to SMM School using the church hall for school lunches Monday – Friday.

Diagram Space:

Current Set Up of Church Hall for School Lunch. Maximum capacity for the Church Hall is 299 persons.



AUDIO / VISUAL NEEDS:

Microphone needed? _____

Projector needed? _____

Adaptor for projector needed? _____

If so, indicate type of adaptor needed / laptop using:

For Office Use

Copies of this form go to:

____ Lisa Borgia, Parish Office Coordinator

____ Stephanie Casey, Communications Coordinator

____ Harry Hurst, Maintenance & Facilities Manager