



**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. All current events can be viewed on our parish website [www.smmchurch.org](http://www.smmchurch.org), then click on parish calendar. 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. 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](mailto:Lisa.Borgia@smmchurch.org).  
Do not assume your event has been approved.

**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** \_\_\_\_\_

**All fundraisers are subject to approval by Father Kirk. Is this event a fundraiser? YES or NO**  
*If YES, please answer questions below. You will receive an email response from our office within 7 days.*

**Please explain who your group is:**

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

**Please explain what your event will be raising funds for:**

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

**Announcements:** \_\_\_\_\_ **Website** / \_\_\_\_\_ **Bulletin** / \_\_\_\_\_ **Facebook**

Please provide a short description of your event to be added to the following placed indicated above to promote your event. Please also submit an email to [Stephanie.casey@smmchurch.org](mailto:Stephanie.casey@smmchurch.org), at least 10 days before the desired publication date. Submissions are subject to editing for space, content and grammar.

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

*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.
2. Draw a diagram to assist in making your needs clear, if necessary.

**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 you 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.

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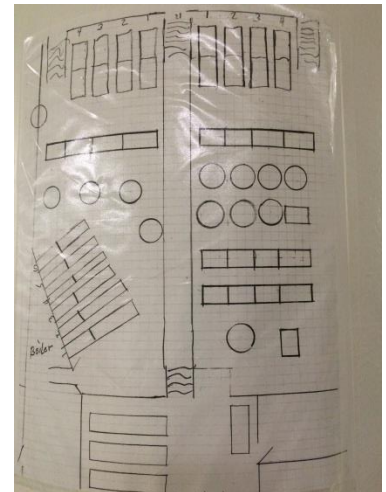
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**Diagram Space:**

*Current Set Up of Church  
Hall for School Lunch*



Once you have received approval for your event(s), it will take approximately 5 business days for the event to be entered into the online calendar. An email will be sent to you once your event has been received, approved and entered into the program. Please check the online calendar to ensure your event has been entered properly (procedures to follow). The online calendar is an important Parishioner tool, it is your responsibility to ensure your event is properly reflected on this program and contact Lisa Borgia if you have any questions or concerns.