

Today's Date: \_\_\_\_\_

**A. General Information**

1. Name of event or service project: \_\_\_\_\_
2. Name of organization hosting this event: \_\_\_\_\_
3. Event Contact person: \_\_\_\_\_
4. Phone number: \_\_\_\_\_
5. E-Mail Address: \_\_\_\_\_
6. Event date(s) \_\_\_\_\_ Time: \_\_\_\_\_  
Alternate date(s) \_\_\_\_\_ Time: \_\_\_\_\_
7. Have you contacted the business manager to check for availability? ([parishssch@catholicweb.com](mailto:parishssch@catholicweb.com))  
 Yes or  No
8. Is this a standing event (an event that happens at the same time each year)?  
 Yes or  No

**B. Please submit the following information with your request form:**

1. Describe your event location and supply needs: (i.e., parish center – main area, round tables, paper, pens, kitchen use, etc.)

2. Give a brief description of your proposed event:

3. Explain who or what will benefit from this event:

4. Briefly explain how this event will help your organization meet its needs:

5. All necessary needed licensing must be approved by the business manager prior to submission to the State of Michigan. List all license(s) that are needed:

**C. Please provide the following additional information:**

1. Briefly describe the target audience you will seek to attend or support your event.

2. Will your organization be soliciting support from the parish and/or the Clio community? If so, how? (i.e., volunteers, police support, etc.)

3. Briefly describe the parish resources you will be soliciting (i.e., staff, advertising, announcement, etc.)

After approval of the event, please review the Event/Activity Checklist attached. There are deadlines and checklists for bulletin and pulpit announcements and other forms of advertising.

Request date or dates available: Circle - Yes / No

Event dates approved: \_\_\_\_\_

Organization requesting fundraiser has been informed on: (date) \_\_\_\_\_

This event has been approved by Pastor and Pastoral Council on: (date) \_\_\_\_\_