Event Planner Form

St. John the Apostle Catholic Church

Ministry/Organization:	
Kind of Event:	Fvent
Contact Person / Event Coordinator:	Event Planne
Phone Number:	Plainis
E-mail Address:	
Requested Date/Time and Place/Room:	
Setup Time:	<u> </u>
Clean-up Time:	<u> </u>
Requirements (ie: Setup/Takedown Times, tables, chairs, etc.):	
Cost/Ticket (if any):	
Will the event need bulletin, announcement at Mass by Fr. Maxy,	or announcement at Mass by
other speaker? (If Yes, please use second page)	
Additional Comments:	
OFFICE USE ONLY	
Date(s) Available: Yes or No Other Options:	
Confirmed dates with Point of Contact: Yes or No	
Remarks (if any)	
Pastor's Signature Date	
CC: Parish & School Accountant, Admin Assistant, Facilities Ma	nager

Advertising Form

St. John the Apostle Catholic Church

Bulletin Notice, Announcement at Mass by Pastor, or Pulpit Announcement by Guest Speaker

Contact Perso	n:
Phone Numbe	er:
	er:
How will the	event be published? (PleaseCHECK your choice(s)):
Bulletin Notic	re / Announcement at Mass by Priest / Pulpit Announcement by Guest Speaker
BULLETIN N	OTICE
	at or Title of Bulletin Notice
	tin Announcement
Sunday Dates	for Bulletin Notice (usually two weekends)
	MENT AT MASS BY PRIEST for brief announcement by Priest. Bulletin Notice will be shortened for
Announcemer	nt by Priest (May be up to two weekends).:
PULPIT ANN Name of Spea	OUNCEMENT BY GUEST SPEAKER ker (s):
•	Sun 10:30a
	Sun 12:30p
	for Pulpit announcement by (only one weekend will be approved & must have
	Il Masses):
	ript for Parish office approval at least 3 weeks in advance)
Office Use:	Pastor's Initials
	Confirmed dates with Point of Contact