

BOOKINGS FOR MASTER CALENDAR

Complete the following and place in Nancy Bevin's mailbox or nbevins@holyfamily.org

Booking Date (s): _____
During the Friday's of Lent, it is part of our Catholic practice to avoid serving meat

Event name: _____
Reminder: Children MUST be supervised at ALL TIMES.

Ministry: _____
Your Ministry is responsible for set-up and take down, please use checklist

Contact Person: _____ Phone number: _____

Email: _____

Venue/room: _____ Number Expected: _____

Event starting time: _____ Ending time: _____

Reserve time from: _____ (set-up) until: _____ (take down, clean-up)

Submitted by: _____ Today's Date: _____

Fundraiser:	yes: _____	no: _____	What community are you soliciting?
Parishioners _____	School Parents _____	RE Parents _____	Ministry Name _____ Other _____

Please contact Patricia Plescia for a walk-thru on procedures of all facilities, patricia@holyfamily.org or 626 403 6106.

Attn staff: If applicable please complete work order (over)

Will Alcohol be served? _____ Sold? _____	<i>(If this event is a children/teen event, alcohol cannot be served)</i>
If the following is needed please email or phone the individual listed:	
Set-up, microphone, podium, easel, piano, lighting – Contact: Patricia Plescia, 626-403-6106	
DVD, projector, screen, CD – Contact: Tad Shaw, tad@holyfamily.org or 626 403-6136	
Live Music - Contact: Andrew Reed, Music Director, andrewreed@hotmail.com	

Office use:
Date entered in computer: _____ CONFIRMED BY: _____ Copy: Patricia: _____

WORK ORDER HF STAFF ONLY

If applicable, please complete when scheduling, thank you

TODAY'S DATE: _____ SUBMITTED BY _____

Ministry: _____

PRIORITY (Check one): Urgent 1 2 3 4 5 Not Urgent

Location: _____

When/date needed: _____

Recommended Action - (Check one)

Set up/take down Remove Replace Repair Other

Attention Staff: for set-ups: please draw a diagram below, thank you

For Office use only: ASSIGNED TO: _____ COMPLETED ON: _____

Maintenance: return to Patricia when job has been completed Thank you