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: ___________

<table>
<thead>
<tr>
<th>Fundraiser: yes: _____ no: _____</th>
<th>What community are you soliciting?</th>
</tr>
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<tbody>
<tr>
<td>Parishioners _____ Parents _____ Parents _____</td>
<td>Name_____________ Other</td>
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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? _____ (If this event is a children/teen event, alcohol cannot be served)

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, andrewpreed@hotmail.com

Office use:
Date entered in computer: ___________ CONFIRMED BY: ___________ Copy: Patricia: ___________.

Sept 2015
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

July 2015