



## BOOKINGS FOR PARISH MASTER CALENDAR

Complete the following and place in Andrell Panconi's mailbox or [apanconi@holyfamily.org](mailto:apanconi@holyfamily.org)

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

Email: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Ministry: \_\_\_\_\_

Event Name: \_\_\_\_\_

Booking Date(s): \_\_\_\_\_

Event Starting Time: \_\_\_\_\_ Event Ending Time: \_\_\_\_\_

Need Venue From: \_\_\_\_\_ (Set-Up) Until: \_\_\_\_\_ (Take Down/Clean Up)

Venue/room: \_\_\_\_\_ Number Expected: \_\_\_\_\_

Post on Public Calendar? \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

- Your Ministry is responsible for set-up and take down
- During the Fridays of Lent, it is part of our Catholic practice to avoid serving meat
- Children must be supervised at all times and no alcohol may be served at children's events
- Be mindful of parking when booking on the weekends (masses, weddings, baptisms, etc.)

For set-up, microphone, podium, easel, piano and lighting, contact Patricia Plescia at [patricia@holyfamily.org](mailto:patricia@holyfamily.org) or 626-403-6106.

For DVD, projector, screen, CD, video conferencing, contact Tad Shaw at [tad@holyfamily.org](mailto:tad@holyfamily.org) or 626-403-6136.

**For those unfamiliar with venue procedures, please contact Patricia Plescia for a walk-through: [patricia@holyfamily.org](mailto:patricia@holyfamily.org) or 626-403-6106.**