

BOOKINGS FOR PARISH MASTER CALENDAR

Complete the following and place in Patricia's mailbox or email form to patricia@holyfamily.org

Submitted by: _____ Today's Date: _____

Phone number: _____ Email: _____

Booking Date(s): _____

Event name: _____

Ministry: _____

Venue: _____ Number Expected: _____

Event starting time: _____ Ending time: _____

Need venue from: _____ until: _____
(set-up) take-down/clean-up

Post on Public Church 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
- We are only scheduling liturgical event during Holy Week, Easter and Christmas
- 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 or 626-403-6106

DVD, projector, screen, CD, video conferencing, contact: Tad Shaw, tad@holyfamily.org or 626 403-6136

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

Office use

Date entered in computer: _____ CONFIRMED BY: _____