



## Event Request

### Contact Information:

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Event Information:

Sponsoring Ministry/Group: \_\_\_\_\_

Proposed Event Title : \_\_\_\_\_

Proposed Event Description/ Purpose of Event:

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Proposed Event Date(s): \_\_\_\_\_

Set up time: \_\_\_\_\_

Time of the Event: \_\_\_\_\_

Clean up time: \_\_\_\_\_

Event Type:  Private  Public (activities open to general public)

Number of Participants Expected: \_\_\_\_\_

### Event Location:

(Select all that apply. Please note that we will do our best to fulfill your request, but you may not get your first preference.)

Main Hall  Conference Room  Chapel

Parish Office (PC Room)  Cafeteria  Church

Parish Office (Room B)  Meeting Room  Servery

Other \_\_\_\_\_

Meeting Room is the room with carpet in Convocation Center

Conference Room is the room with tile in Convocation Center

Parish Office Room B is the room in the basement of parish office with no windows

Parish Office PC Room is the room in the basement of the parish office with windows



**Set Up Needs:**

(Please specify number and type of tables, chairs or other parish resources that are needed for your event. If we cannot provide something you will be notified. You can draw a diagram and include it if needed. If this is a liturgical event, please included all details for Mass set up.)

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**Equipment Needed:**

Podium     Microphone     AV Equipment     Projection Screen

**Picking Up Keys:**

You can pick up keys the same day of your event or have them sent through our school if you have a student. If your event is on the weekend, please pick them up on Friday.

Person picking up the keys: \_\_\_\_\_

All ministry or group events must follow the Archdiocesan Decree on Child Protection. All groups having meetings/events involving children must submit their list of adults helping with this event or activity to Randi Hom at [admin@olv.org](mailto:admin@olv.org) for a Virtus compliance check. Questions? Call (513) 347-8824.

By submitting this form, I acknowledge that I have read and agree to abide by the Our Lady of Victory Meeting Room Policy. I certify that use of the meeting room is in compliance with such policy and I understand that failure to follow the Meeting Room Policy and Guidelines may result in loss of meeting room privileges.

**Please send completed forms to:** [Events@olv.org](mailto:Events@olv.org) or mail to 810 Neeb Road Attention Events Cincinnati, Ohio 45233.

**Your event is not scheduled until you get this signed form back.**

**OFFICE USE ONLY**

Calendar approval: \_\_\_\_\_

Date Request was Received: \_\_\_\_\_

If you want your event in the bulletin, please make sure you email it to [olvbuletin@olv.org](mailto:olvbuletin@olv.org).