

Saint Anne Parish - Event Planning Form

Please submit this form a minimum of 10 days in advance of your meeting/ event.

Name of group or ministry: _____

Contact Person (required): _____

Phone (required): _____

Email Address: _____

Date of Event: _____ Time of Event: _____

Additional Time for Set-up/ Clean-up: _____

Purpose of event: _____

Reserved Areas: Church Chapel Hall Kitchen (Hall)
(please circle) Kaye Room Miller Room Whitney Room
Ames Room Beaudoin Room Gruskowski Room
Rectory Conf. Rm. 1 Rectory Conf. Rm. 2 Rectory Dining Room
Rectory Porch Field Other _____

Publicity/ Promotion: *Please refer to the Staff & Volunteer Leader Handbook for guidelines.*

Doors to be unlocked / locked: Church Chapel Hall Elevator
(please circle) Rectory Conf. Room Rectory N/A (*our group has a key*)

Set-Up: Please indicate number of tables/ chairs needed (complete set up diagram on reverse side, if applicable.)

_____ # of Chairs _____ # of Tables Other: _____ Anticipated Attendance: _____

Other Items:
 Microphone Projector / screen TV/ DVD Player Other _____

Reminder, all volunteers must have completed VIRTUS training (Protecting God's Children), have a signed Code of Conduct on file at St. Anne's, and have a CORI for the current year. Do volunteers all meet the above requirements? Yes No

If no, please explain: _____

Will your group / ministry be serving food at your meeting/ event? Yes No
If yes, will you need to use the oven and/or stove? Yes No
If yes, has a member of your group/ ministry successfully completed ServSafe® certification? Yes No
(If no, please contact the Parish Office.)

Reminder, food should be served in the Hall only. Please refrain from serving food in any meeting rooms.

At the conclusion of your event/ meeting, please make sure to review the Post Event Checklist. Thank you!

Submitted by:

Signed: _____

Print Name: _____

Date: _____

<small>Revised: November 2017</small>	
For Office Use Only:	
Received by: _____	Date: _____
____ cc Facility Manager	____ Mass Record Book
____ Online Calendar	____ Heating Controls
____ Other _____	____ Other _____