

Event Request
July 1, 2018 – June 30, 2019

Ministry _____

Event Name _____

Contact _____

Phone _____

Email _____

Date(s) of Event _____

(List multiple dates on back page)

Day of the Week _____

Event Start Time _____

Event End Time _____

Number of Attendees _____

Room(s) Request _____

Describe Event *(if applicable)* _____

Describe Set Up *(if applicable)* _____

Special Needs *(if applicable)* _____

For Office Use Only

Date Received: _____

Date is Available Yes No

Room is Available Yes No

Needs a Priest Yes No

Approved Declined BY _____

Date Entered in PDS _____

Confirmed with Ministry _____

Frequency _____

(i.e.: daily, weekdays, 2nd Tuesday, monthly...)

Set Up Time _____ (minutes)

Clean Up Time _____ (minutes)

Event Request

July 1, 2018 – June 30, 2019

Please Circle Dates Requesting

July 1, 2018 — June 30, 2019

July						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Note

No meetings will be scheduled during Mass or when the office is closed.

October						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Holy Days & Liturgical Events

Aug 15, 2018	Assumption of Mary
Nov 1, 2018	All Saints' Day
Dec 8, 2018	Immaculate Conception
Dec 24, 2018	Christmas Eve
Dec 25, 2018	Christmas Day
Jan 1, 2019	Solemnity of Mary
Mar 6, 2019	Ash Wednesday
Apr 18, 2019	Holy Thursday
Apr 19, 2019	Good Friday
Apr 20, 2019	Holy Saturday
Apr 21, 2019	Easter Sunday

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Office is Closed

Jul 4, 2018	Independence Day
Sep 3, 2018	Labor Day
Nov 22, 2018	Thanksgiving Day
Nov 23, 2018	Day after Thanksgiving
Dec 25, 2018	Christmas Day
Jan 1, 2019	New Year's Day
Jan 21, 2019	MLK Day
Feb 18, 2019	President's Day
Apr 19, 2019	Good Friday
Apr 22, 2019	Easter Monday
May 27, 2019	Memorial Day

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Return this form to Karen at
karen@ststevensaz.org

Weekend Masses
Saturday 4:00pm, 6:00pm
Sunday 7:30am, 9:15am, and 11:00am

Weekday Masses
Monday—Friday 7:30am

Holy Day Masses
Holy Day Vigil 6:00pm
Holy Day 7:30am & 9:15am