



# Divine Mercy Event and Promotion Form

For any and all events the following form needs to be filled out before final approval can be given. Please return it to Robin Lake in the Parish Office. You will be informed when your event has been approved. Thank you for cooperation.

Title and Description of Event: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

Location of Event:  Divine Mercy  Off Site/Other: \_\_\_\_\_

Do you need to reserve a location on the church premises? Check all that apply:  Church  Dome

Social Hall/Kitchen  Meeting House  Chapel  Pavilion  Courtyard  Field  School

If school, where specifically \_\_\_\_\_

Will tickets be sold for this Event? \_\_\_\_\_ If yes, how much will each ticket cost? \_\_\_\_\_

Will you need:  Bulletin Promotion  Slide Promotion  Announcement made at Mass

If you will be using promotional resources once your event is approved, please see the "Promotion Information" sheet on how to proceed.

Attached Diagram (if applicable) for maintenance if needed to use tables and chairs for event.

Any other special instructions: \_\_\_\_\_

Please be aware that last minute requests may not be approved due to lack of availability.

For Office Use Only: Date Approved: \_\_\_\_\_ Y or N

Operations Manager \_\_\_\_\_

Volunteer Coordinator/Calendar \_\_\_\_\_

Communications \_\_\_\_\_

Music and Liturgy \_\_\_\_\_

Faith Formation \_\_\_\_\_

Bookkeeping \_\_\_\_\_

Maintenance \_\_\_\_\_

Office Manager \_\_\_\_\_

School \_\_\_\_\_

Pastor \_\_\_\_\_

## Promotion Information

**Bulletin:** If you would like something printed in the bulletin for your ministry/event, email Danielle Cardamone at [cardamoned@divinemercurychurch.org](mailto:cardamoned@divinemercurychurch.org) with the following information.

- Description of event
- Date and time of event
- Location of event
- Name of contact person
- Phone/email of contact person

If tickets are being sold:

- Where are the tickets available for purchase?
- How much do the tickets cost?

\*Purchase needs to be a \$20.00 minimum for the iPad to be used.

This information should be written and formatted as you would like it to appear in the bulletin. All submissions are subject to change. Information must be submitted no later than 10 days prior to the weekend you would like your announcement to appear in the bulletin.

Include in the email which weekend(s) you would like your submission to appear in the bulletin.

Submissions run for a maximum of two weeks unless otherwise approved.

\*During the times of Easter, Christmas, and Thanksgiving, you must submit this information at least three weeks prior to the weekend you would like your announcement to appear in the bulletin. Due to this busy time, whether submissions will be included depends on availability of space in the bulletin. The same constraints pertain to any of the following:

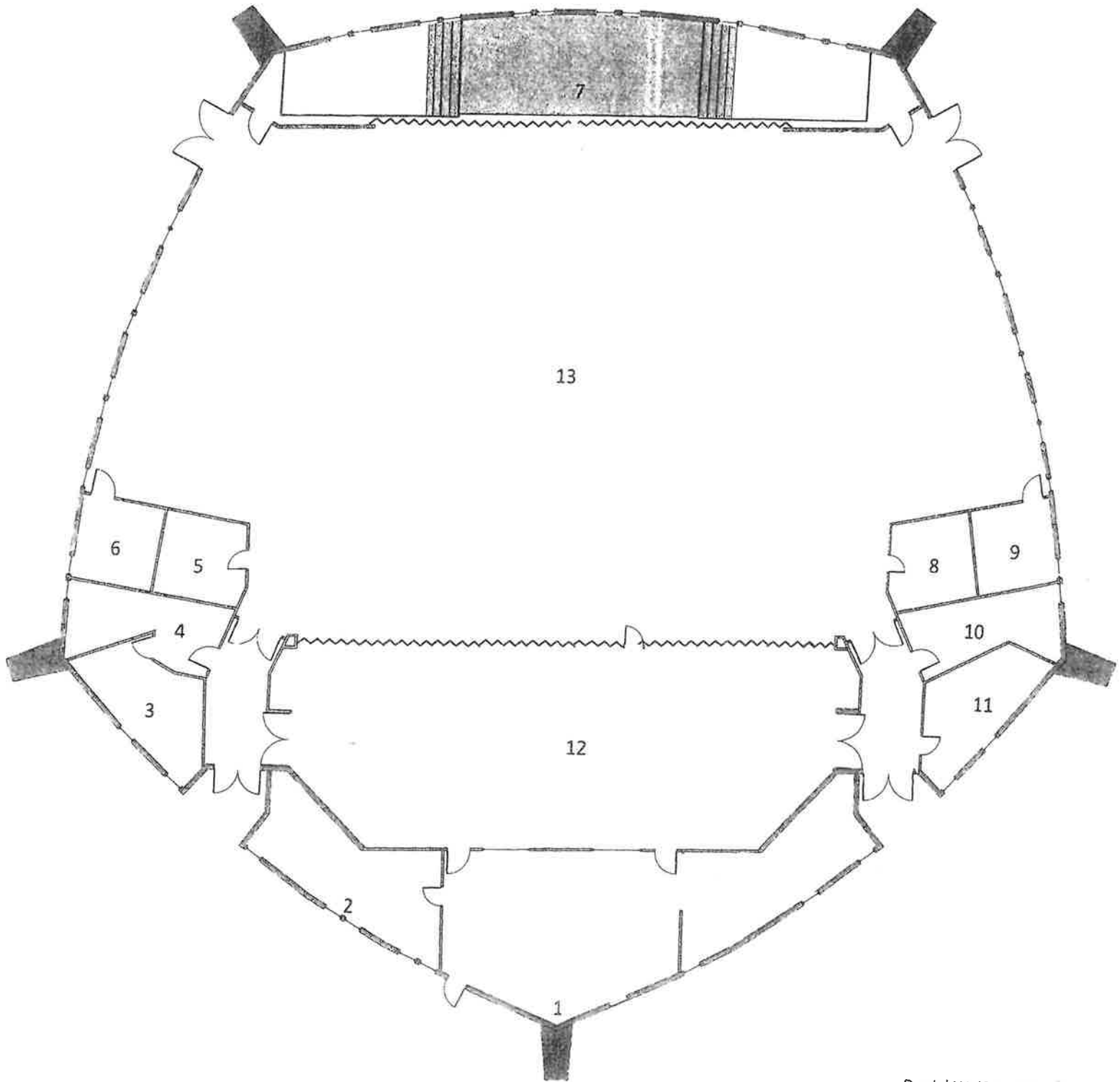
**Website:** If you would like something put onto the website email Danielle Cardamone at [cardamoned@divinemercurychurch.org](mailto:cardamoned@divinemercurychurch.org) with the information listed above.

**Slides at Mass:** If you would like something advertised on the slides shown prior to the weekend Masses (2 weeks maximum) email Danielle Cardamone at [cardamoned@divinemercurychurch.org](mailto:cardamoned@divinemercurychurch.org) with the information listed above at least a week in advance.

**Social Media/App:** If you would like something announced on social media and/or the app please send the information above to Danielle Cardamone at [cardamoned@divinemercurychurch.org](mailto:cardamoned@divinemercurychurch.org)

**Announcements at Mass:** If you would like information announced at the weekend Masses, email Carol Ponder at [carol@divinemercurychurch.org](mailto:carol@divinemercurychurch.org) with the information listed above at least a week in advance.

# DOME

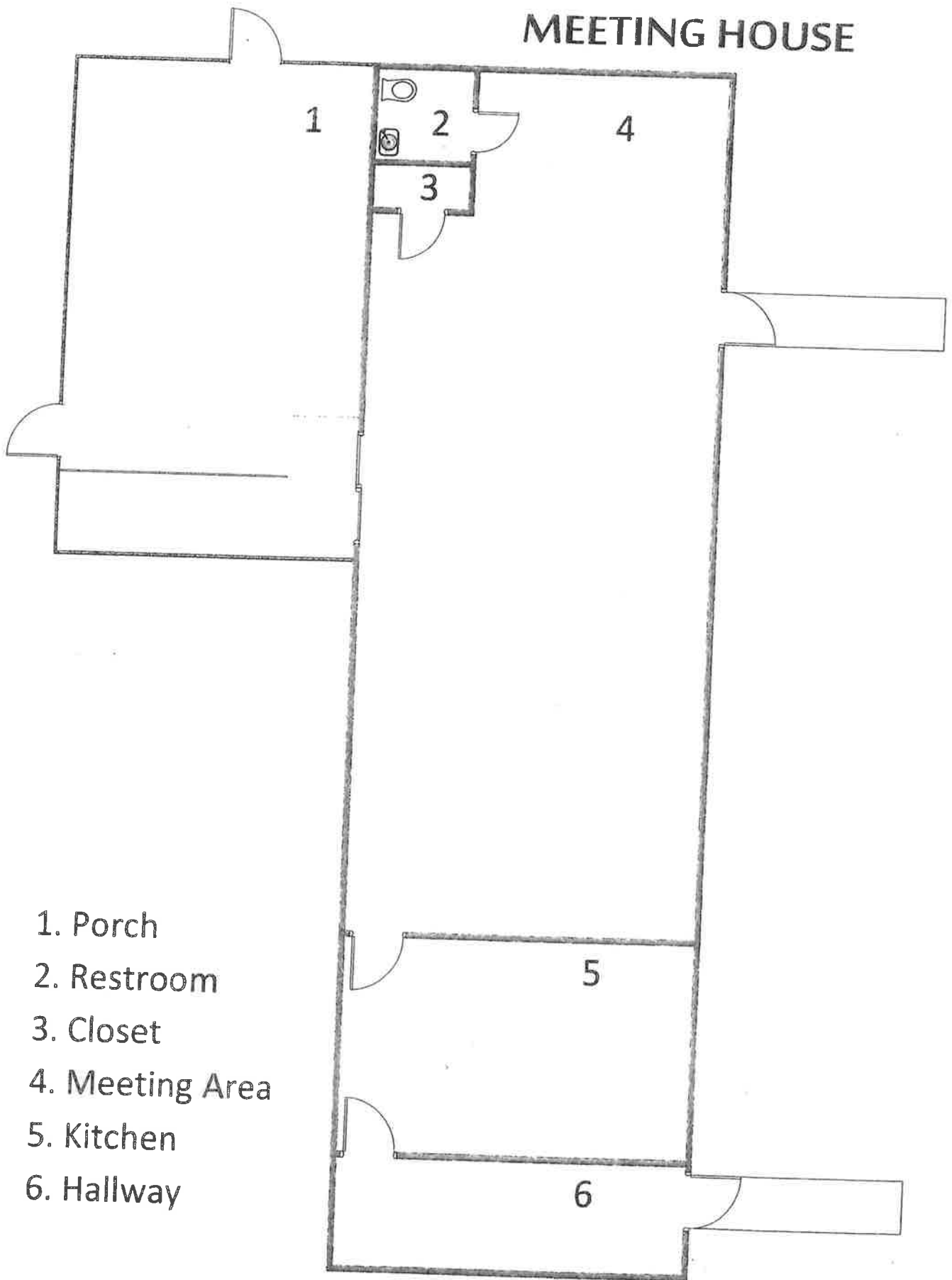


Daniel Walford 8/3/17


- 1. Kitchen
- 2. Pantry
- 3. FACP
- 4. Women's Restroom
- 5. Control Booth
- 6. A/C Room South
- 7. Stage
- 8. Bingo Closet
- 9. A/C Room North
- 10. Men's Restroom
- 11. Maintenance
- 12. Social Hall
- 13. Dome

<b>SQFT</b>	<b>TITLE</b>	<b>OCCUPANCY</b>	<b>DIVINE MERCY</b> <small>Catholic Church and Academy</small>	<b>SCALE</b>
7280	Dome	485	1940 N Courtenay Pkwy Merritt Island, FL 32953 (321) 452-5955	.05 in = 1 ft
<b>SQFT</b>	<b>TITLE</b>	<b>OCCUPANCY</b>	<b>DIVINE MERCY</b> <small>Catholic Church and Academy</small>	<b>SCALE</b>
1587	Social Hall	106	1940 N Courtenay Pkwy Merritt Island, FL 32953 (321) 452-5955	.05 in = 1 ft

# MEETING HOUSE



- 1. Porch
- 2. Restroom
- 3. Closet
- 4. Meeting Area
- 5. Kitchen
- 6. Hallway

<b>SQFT</b> 1,400 Indoors	<b>TITLE</b> Meeting House [Partial]	<b>OCCUPANCY</b> 68	 <b>DIVINE MERCY</b> Catholic Church and Academy 1940 N Courtenay Pkwy Merritt Island FL, 32953 (321) 452-5955	<b>SCALE</b> 1in. = 8ft.
		Daniel Walford 8/4/17		