

ST. MARY – MENOMONEE FALLS

REQUESTS: Fundraisers, Community building events, Donation campaigns, Formation events

Ministry affiliation *check one*

- | | |
|--|---|
| <input type="checkbox"/> Athletics | <input type="checkbox"/> School |
| <input type="checkbox"/> Christian Formation | <input type="checkbox"/> General Parish |
| <input type="checkbox"/> Human Concerns | <input type="checkbox"/> Other _____ |

1. Name of Parish or School Group: _____
2. Contact Person(s): _____
3. Phone # and Email of Contact: _____
4. Brief Description of Activity: _____
5. Date(s) and Time(s) of Activity: _____
*Include how timing of event should be advertised in bulletin
6. Location of the Activity: _____

If the event is charging admission or asking for donations of money or goods, please complete questions 8-13. If not, please skip to question 14.

7. Purpose of the Activity _____
8. If fundraiser, why are the proceeds needed? _____
9. How much do you expect to charge donors to attend? _____
10. Will you be soliciting prizes/gifts from others? If so, who?

11. How much do you hope to collect? _____
12. Promotion Plan for Activity: _____
13. Licenses, if any required (raffle, etc.): _____
14. Will alcohol be involved? If so, how? _____
15. Parish / School Facilities or Equipment Needed:

*If special setup is needed, a detailed table/chair layout plan is needed one week prior to the event

16. How does this Activity advance the mission of St. Mary Parish?

17. Additional Information: _____

Activity approval process

