

# 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 Facility Use Checklist. Thank you!

**Submitted by:**

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

<small>Revised 05/29/15</small>	
<b>For Office Use Only:</b>	
Received by: _____	Date: _____
____ cc Facility Manager	____ Mass Record Book
____ Online Calendar	____ Heating Controls
____ Other _____	____ Other _____