

St. Olaf, Patron of Norway Catholic Church
Ministry/Committee Calendar and Space Request For Events

OFFICE USE ONLY	Date
Received by:	
Approved by:	

No space may be claimed or booked **without** submitting an event/ministry planning and space request form. To provide efficient communication regarding your upcoming event or ministry/committee meetings, please complete all necessary areas and return this form and the Event Request Form to the office at least **60** days before your event. You will be notified of our ability to accommodate your request within **3-5 business days** of submitting your request.

Event Sponsor/Ministry or Committee:	Today's date
Contact Person:	Home Number:
Email address:	Cell Number:

One Time Event Space Request:

Title of Event:	Date:	Start Time
Type of Event:		End Time
Number of People Expected:		

Recurring Ministry/Committee Space Request:

Name of Ministry making the request:	Type of Meeting:	Start Time: End Time:
Number of people expected:	How often will you meet? Weekly or Monthly (Please attach a list of the dates you are requesting)	

Office Support Request:

Request for Bulletin, Facebook, Website, and pulpit announcements: <i>Request must be submitted two weeks before the announcement</i> Yes or No	Start Date(s):	End Date(s):
Request for the use of commons after masses for promotion: Yes or No <i>(All request must be submitted 2 wks before the announcement)</i>	Date(s) Needed	
Will this event incur expenses? Yes or No. If yes, you must request a meeting with the Parish Accountant within 48 hours of your space approval.	Date:	
Request for Money Collection Bags (Must be requested 2 wks before the event)	Date (s) Needed	
Music Ministry Y/N (3 wks notice required) Non-Liturgical events will have a Fee.	Date(s) Needed	

Facility Support Request:

Person assigned to opening the facility: Will the designated person need a key? If not, how are they accessing the building?	Time open: Yes or No	Person assigned to locking up building:	Time closed:
Office Use Only: Event Space assigned:	Misc. Request: <ul style="list-style-type: none">• Media Cart• TV• Tables• Chairs	Other requests:	

Kitchen Supplies Request:

Paper products requested: <input type="checkbox"/> Plates Amt: _____ <input type="checkbox"/> Cups Amt: _____ <input type="checkbox"/> Napkins Amt: _____ <input type="checkbox"/> Utensils Amt: _____	Equipment requested: <ul style="list-style-type: none">• Refridgerator/Freezer• Coffee Maker• Warmers• Other _____	Misc. items: _____ _____ _____
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Event Coordinator/Ministry/Committee Leader

Signature: _____

EVENT PLANNING QUESTIONNAIRE

*** This form must accompany the Ministry/Committee Calendar Space Request Form ***

Question	Answer
What is the purpose and theme of this event?	
What group of people do we want to attract to this event (Men, women, children, teens, couples, etc.)?	
Will we sell tickets to this event? If so, at what price?	
What is the expected budget for this event?	
How many people do we expect to attend?	
How many volunteers will we need, and in what roles?	
What security personnel should we have present?	

<p>Do we need to buy, create, or build any special décor? If so, is it included in our budget?</p> <p>How will we promote this event (announcements, email, church website, social media, TV, radio, flyers, church signage, billboard, etc.)?</p>	
<p>How will people register (online, at the information booth, etc.)?</p>	
<p>When do we want people to start registering? Is there a cut-off date?</p>	
<p>When do we want to host this event?</p>	
<p>Are we looking to invite a particular guest speaker? If so, do we know his/her availability? (All ministries/Committees must fill out a Speaker Approval Request Form 60 days before advertising. Forms can be picked up in the parish office.)</p>	
<p>Will we sell any merchandise at this event (either the church's or the guest speaker's)?</p>	
<p>Who is leading the planning team?</p>	

Which ministry/department is the event sponsor?	
Is this a one-time event, or do we plan to host this event again?	
Where do we intend to host this event? (If an event is held off-premises, who will be responsible for ensuring that all off-premises guidelines are followed?)	
Is this event for your ministry/committee only, or is it open to the parish community?	

Event Planning Team:

Name	Role

To be used during a ministry/committee meeting when/if they are planning a "first-time event/activity"