

# 2024 Event / Liturgy Request Form

***Before your event is approved, added to the calendar or advertised,  
you must complete this form and receive a written approval from the pastor.***

• **DATE:** \_\_\_\_\_

• **EVENT:** \_\_\_\_\_ People expected: \_\_\_\_\_

Location(s) of Event: \_\_\_\_\_ Kitchen ☐

*For any special event using The Holy Family Center or Parish Hall, you must complete a \*Facilities Use Contract with the Parish Administrator.*

Desired Date(s): \_\_\_\_\_ Time from: \_\_\_\_\_ to \_\_\_\_\_

Set up Day & Time: \_\_\_\_\_ Clean up Time (departure): \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

• **SPECIAL ITEMS** you will need: \_\_\_\_\_ N/A ☐

• **LITURGY REQUEST** (Anything pertaining to liturgy, clergy, speaker or music for liturgy) N/A ☐

Have you contacted the Music Director? Yes ☐ No ☐ N/A ☐

**Will you need:** Priest Deacon How many? \_\_\_\_\_ How long? \_\_\_\_\_ What time? \_\_\_\_\_ N/A ☐

Blessing/Prayer Holy Hour Mass Reconciliation Retreat Mission Talk

**Name of visiting Priest or Speaker (If applicable)** \_\_\_\_\_ N/A

**Letter of Good Standing** from their bishop (for priests) or pastor (for lay speakers) is required for anyone that comes to St. Bernard's Parish including for general meetings.

Letter Requested ☐

Letter Attached ☐

*\*(The Liturgy department must receive the form a month before the event or the event will not be scheduled.)*

## • ANNOUNCEMENTS AND ADVERTISEMENTS

**must be submitted with this form at least 4 weeks before the event.**

Announcement Attached ☐ Via email (lramos@st-bernards.org) N/A ☐

**Bulletin/Parish Website?** Yes No (maximum 2 times a month)

**Electronic Sign?** Yes No (at Pastor's discretion)

**Announcement at Mass?** Yes No (big events maximum 3 times (begin/middle/just prior))

How many times: \_\_\_\_\_ Dates: \_\_\_\_\_

### **Office Use Only:**

Pastor's Final Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

Distributed by: \_\_\_\_\_ Date: \_\_\_\_\_