



Received: _____

St. Bernard's Catholic Church

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.**

• TODAY'S DATE: _____

• EVENT: _____ People expected: _____

Location(s):	N/A			Fr. Fleming Hall			OLF Ministry Center			HFC Gather		
	Church			OLG Gym		St. Lorenzo		St. Jacinta		HFC Worship		
	Chapel			OLG kitchen		St. Padre Pio		St. Francisco		HFC Kitchen		

Other: _____

*For special events using The Holy Family Center or Parish Hall, must complete *Facilities Use Contract with the Parish Administrator.*

Desired Date(s): _____ Time starts: _____ 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 ☐☐ I have read from our web site the Diocesan Policy regarding Priest, Volunteers or Guest Speakers.• LITURGY REQUEST (Anything pertaining to liturgy, clergy, speaker or music for liturgy) N/A ☐Have you contacted the Music Director? Yes ☐ No ☐Do you need a: Priest ☐ Deacon ☐ How many? _____ for how long? _____ at what time? _____ N/A ☐
Hr. /min need to be thereFor: Blessing/Prayer ☐ Holy Hour ☐ Mass ☐ Reconciliation ☐ Retreat ☐ Talk ☐• Name of visiting Priest or Speaker (If applicable) _____ N/A ☐

A Letter of Good Standing from the bishop is required for any person outside of St. Bernard's Parish. A letter is also required if a parishioner is serving, volunteering and or speaking at another parish in or outside of the Diocese of Stockton.

Letter requested ☐**(The Liturgy department must receive the letter(s) a month before the event or the event will not be scheduled.)*• ADVERTISEMENT: A draft must be submitted with this form and the final version at least 4 weeks before the event.Advertisement Attached ☐ Via email ☐ N/A ☐

Bulletin?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	} (maximum 2 times a month)
Parish Website?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Social Media?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

• Suggested days to promote: _____

Announcement at Mass? Yes ☐ No ☐ [big events maximum 2 times (beginning & just prior as space permits)]**Office Use Only:**Pastor Final Approval: _____ Date: _____
SignatureAdded to the Calendar by: _____ Date: _____
Signature