

Event Planner Form
St. John the Apostle Catholic Church



Ministry/Organization: _____

Kind of Event: _____

Contact Person / Event Coordinator: _____

Phone Number: _____

E-mail Address: _____

Requested Date/Time and Place/Room: _____

Setup Time: _____

Clean-up Time: _____

Requirements (ie: Setup/Takedown Times, tables, chairs, etc.):

Cost/Ticket (if any): _____

Will the event need bulletin, announcement at Mass by Fr. Maxy, or announcement at Mass by other speaker? _____ **(If Yes, please use second page)**

Additional Comments:

OFFICE USE ONLY

Date(s) Available: Yes or No Other Options: _____

Confirmed dates with Point of Contact: Yes or No

Remarks (if any)

Pastor's Signature

Date

CC: Parish & School Accountant, Admin Assistant, Facilities Manager

Advertising Form

St. John the Apostle Catholic Church

Bulletin Notice, Announcement at Mass by Pastor, or Pulpit Announcement by Guest Speaker

Contact Person: _____

Phone Number: _____

E-mail Address: _____

How will the event be published? (Please mark your choice(s)):



Bulletin Notice / Announcement at Mass by Priest / Pulpit Announcement by Guest Speaker



BULLETIN NOTICE

Name of Event or Title of Bulletin Notice

Body of Bulletin Announcement

Sunday Dates for Bulletin Notice (usually two weekends)

ANNOUNCEMENT AT MASS BY PRIEST

Sunday dates for brief announcement by Priest. Bulletin Notice will be shortened for

Announcement by Priest (May be up to two weekends).: _____

PULPIT ANNOUNCEMENT BY GUEST SPEAKER

Name of Speaker (s):

Sat 5:00p _____ Sun 10:30a _____

Sun 8:30a _____ Sun 1:30p _____

Flexible dates for Pulpit announcement by (only one weekend will be approved & must have speakers for all Masses): _____

**(Attach a script for Parish office approval at least 3 weeks in advance)*

Office Use:	_____ Pastor's Initials
	_____ Confirmed dates with Point of Contact