

St. Mary Parish Special Event Approval Form

Name of Group: _____

Contact Name: _____

Phone number: _____ Email: _____

Date Submitted: _____

Title of the Event: _____

Brief Description: _____

Date: _____

Start time: _____

Finish time: _____

Purpose of the event: _____

Anticipated attendance: _____

Parish property to be used: (Church, Parish hall, Barn, Day Chapel, etc.) _____

Set up Requirement: Contact Liz Zaglauer, Facilities Manager: Complete attached forms and return at least 72 hours before event.

Cash Management/Accounting/Record Keeping

***Revenue:** Will there be a revenue source for the event (tickets, admission charge, donations, sale of goods, etc.)? _____

Describe briefly and estimate Amounts: _____

***Expense:** Will there be event costs? _____

Describe briefly and estimate amounts. _____

Budget: Has a budget been submitted and approved for this event? _____

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***If yes, please contact our Parish Accountant, Barbara Rizzo.**

Insurance: Speak to Liz Zaglauer if special coverage may be needed. (i.e. Outside events; volunteer drivers; etc.)

Publish this event in the **Bulletin** and on **Website:** Yes No

Please submit bulletin articles or pulpit announcements in writing to Maria Arena at maria@smcr.org. Bulletin articles are due on Monday by 8:30AM; **pulpit announcements** by Thursday, 12:00PM.

Full Page **Insert** Request Date(s): _____

Flyers must be received by Friday, a week PRIOR to publication date. Msgr. Bronkiewicz must approve flyer before it will be put into bulletin.

Special Mass Speaker Request:

1. Receive Msgr. Bronkiewicz's approval at least 2 weeks prior.
2. Check calendar with Maria Arena for availability
3. Script sent to Msgr. by Tuesday for approval
4. Send names of speakers to Maria by Friday, 12:00PM

Diocese of Bridgeport require that all Volunteers are:

1. Virtus trained
2. Have background checks

If volunteers are not virtus trained, they must register for a class within 60 days of volunteering. Go to Diocese of Bridgeport website: <http://www.bridgeportdiocese.com> to register.

Contact Maria Arena with any questions.

For Staff Use only

1. Insurance Certificate provided _____
2. Deposit received _____ Amount _____ Date _____