



St. Monica Church Parish Event Form

(Please use this form for events, meetings or happenings that are NOT on our reoccurring calendar. If your ministry holds a meeting regularly, you do not need to fill this out.)

Please email this form to dhymes@dor.org and jlafler@dor.org.

Event: _____

Description of Event: _____

Contact Person: _____

Email Address: _____

Address: _____

Phone Number: _____

St. Monica Staff or Ministry Contact Person: _____

Date of Event: _____ Time: From _____ to _____

(Alternate date if there is a calendar conflict) _____

Where on the property will the event take place? (Please specify)

How many participants do you anticipate? _____

What type of set-up or equipment will you be using? (tables, chairs, microphones, etc.) _____

Will you need support prior to event from our maintenance staff (set-up, take-down, etc.)? Please explain:

Do you need your event publicized in our bulletin, website, and or Facebook page?
