

**St. Therese Catholic Church
One Time Event Request**

Today's Date: _____

For Office Use Only:
Event approved by/date: _____

Entered in Calendar by/date: _____

Confirmation email sent by/date: _____

All fields required!

NOTE: Liturgical events have priority. All event requests can be viewed at www.sainttherese.net/event-schedule The website can be accessed anytime to confirm your event has been scheduled. Please give our office one week to have your event approved and scheduled. You will receive a confirmation email once your event has been entered into the online calendar. Do not assume your event has been approved.

New Event _____ **Event Change** _____ **Event Cancellation** _____

Group Name _____

Person in Charge of Event _____

Email _____ **Phone** _____

Date of Event _____ **Type of Event** _____

***Please note setup time is the earliest you may occupy the space. Setup & cleanup time will not appear on the online calendar.**

Setup Date _____ **Setup Start Time** _____ **Setup End Time** _____

Event Start Time _____ **End Time** _____ (If no clean up, you must be out of the room at this time)

Clean Up Start Time _____ **Clean Up End Time** _____ (You must be out of the room at this time)
Please note set up and clean up times are not visible on the online calendar.

Room Requested _____ **Number of People Expected** _____

All fundraisers are subject to approval by Father Mark Lawlor. Is this event a fundraiser? YES or NO
If YES, please answer questions below. You will receive an email response from our office within 7 days.

Please explain who your group is:

Please explain what your event will be raising funds for:

Event Configuration/Set Up Requests to be completed on back of form.

If you have any questions about availability of space, please contact Christine Leal at 704-664-3992 x100
If you need a bulletin announcements to promote your event, please submit the text to Lisa Cash at lcash@sainttherese.net or 704-664-3992 x105, at least 2 weeks before the desired publication date.

Signature _____

Your signature on this form represents that you are the responsible party and agree to the church guidelines.

St. Therese Catholic Church

Event Configuration/Set Up Request

****To use our audio/video for your event there is a technician fee of \$100****

Do you Need: Sound Equipment _____ Deposit: \$100.00

TV & VCR/DVD Player _____ Deposit: \$50.00

We will reserve space only after receiving your written request and deposit.

Please provide the following information:

- 1. A brief description of how you need the room set up with tables and chairs.**
- 2. Draw a diagram to assist in making your needs clear, if necessary.**

NOTE: Set Up Requests must be submitted 2 weeks in ADVANCE for planning purposes.

Set Up Requests are for the Family Room in the Administration Building and the MPR in the Parish Life Center ONLY. All classrooms can be rearranged by the individual groups, but must be returned to original set up.

Diagram Space:

Once you have received approval for your event(s), it will take approximately 5 business days for the event to be entered into the online calendar. An email will be sent to you once your event has been received, approved and entered into the program. Please check the online calendar to ensure your event has been entered properly. The online calendar is an important Parishioner tool, it is your responsibility to ensure your event is properly reflected on this program and contact Christine Leal immediately if you have any questions or concerns.