

St. Therese Catholic Church
Recurring Meeting Request Form
TODAY'S DATE: _____

For Office Use Only:
Event approved by/date: _____
Entered in Calendar by/date: _____
Confirmation email sent by/date: _____

Please fill out this form to reserve space for your group on a recurring basis. To check that your event has been scheduled you can view the calendar at www.sainttherese.net/event-schedule
Do not assume your request has been scheduled!

Ministry/ Group Name: _____

Chairperson/ Contact Name: _____

Phone Numbers (Best #) _____ Email Address: _____

New Event _____ Event Change _____ Event Cancellation _____

REQUESTED MEETING SCHEDULE

How often will your group meet? (please circle one) **Weekly** **Monthly** **Bi-weekly**

What day of the week will you meet? (please circle one)
Sunday **Monday** **Tuesday** **Wednesday** **Thursday** **Friday** **Saturday**

If meeting MONTHLY, during which week will you meet? (please circle one, or more if applicable)
First **Second** **Third** **Fourth** **Last**

(For example: If you circled monthly, Monday and second, your group will meet the second Monday of every month)

First Meeting Date: _____ Last Meeting Date: _____

Meeting Setup Time _____ **(Please note setup time is the earliest you may occupy the space.)**

Meeting Start Time _____ Meeting End Time _____

Meeting Cleanup Time _____ **(Please note cleanup is the latest you may occupy the space. Please note set up and clean up times are not visible on the online calendar.)**

Preferred or usual classroom? _____

How would you like the room to be set up? (Please circle one)

Classroom Style ***Meeting Style*** ***Other:*** _____

Please indicate other setup requests: (i.e. Room Configuration, or any needs for your group meetings i.e. quiet space)

If you have any questions about availability of space, please contact Christine Leal at 704-664-3992 x 100
If you need a bulletin announcement to promote your event, please submit the text to Lisa Cash at lcash@sainttherese.net or 704-664-3992 x 105, at least 2 weeks before the desired publication date.

St. Therese Catholic Church
Office: 704-664-3992
Email: CLeal@sainttherese.net
Website: www.sainttherese.net
CLeal 5/2016

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.