Request to Schedule Event
Holy Family of Nazareth Catholic Church

Today's date _____

Event _____
      As you wish it to appear in the bulletin

      Do not print in bulletin calendar _____

Request by _____

Desire Date(s) _____ - _____ - _____ and/to _____ - _____ - _____ .

    Date(s) _____ - _____ - _____ and/to _____ - _____ - _____ .

    Day of week _____   _____

Setup Time _____ Event Time: from _____ to _____ Clean up _____ .

Additional/Alternate Day _____ - _____

    or Date((s) _____ - _____ - _____ and/to _____ - _____ - _____ .

Room(s) Request _____

Alternate Room Request _____

Off Campus Location _____

      Address _____

      Phone _____ Transportation _____

Key needed? Yes   No

Official Use Only

Date approved _____ Approved by _____ Date entered _____