

APPROVED & Added to
Church Calendar _____

Date: _____

DENIED: _____

Date: _____



St. Joseph the Worker Catholic Church
455 Ames Blvd
Marrero, LA 70072
347-8438

Notified by email _____
Date: _____

Ministry/Organization Event Calendar Request Form

***Note: Please complete ENTIRE FORM!!!**

TODAY'S Date: ___/___/_____

Event CONTACT PERSON: _____ Phone: _____

Event TITLE/NAME: _____

Event DATE(s) REQUESTED: (1st) _____ (2nd) _____

(*Actual) TIME of EVENT: _____ (am/pm) to _____ (am/pm)

**These times do not include set up and break down. SET UP TIME: __:__ BREAK DOWN TIME: __:__*

Event LOCATION: (Place **CIRCLE** Campus space) HALL CHURCH MTG RM CHURCH
POMR(Parish Office Mtg Rm) CLRM #4 OTHER: _____

Ministry/Organization: _____

Please provide a FULL description of your event (purpose, occasion, etc..)

Event Publication/Advertisement:

Check the following that applies:

___ We will submit PRINT READY advertisement for bulletin

___ We will submit PRINT TEXT church announcement

___ We will submit PRINT
TEXT only. Please provide
graphics!

IMPORTANT NOTE: IF you DO NOT submit a PRINT READY bulletin advertisement, the event will most likely NOT be placed in the bulletin. If you DO NOT submit a PRINT READY church announcement, the event will likely NOT be promoted in the church announcements.

Date RECEIVED BY THE OFFICE:

___/___/_____

signature

email address

OFFICE USE ONLY