

*Mary Help of Christians  
Church/School/Garden  
Event Check List*

Event \_\_\_\_\_

Date of event \_\_\_\_\_

Time of event: Begin \_\_\_\_\_ End \_\_\_\_\_ AM or PM

Date returned to front office \_\_\_\_\_

Space requested \_\_\_\_\_

# of people expected \_\_\_\_\_

Services needed \_\_\_\_\_

People & equipment needed \_\_\_\_\_

Event Chairperson/coordinator: \_\_\_\_\_

Phone: home# \_\_\_\_\_ cell # \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Also if you need time for set-up and/or take down or you need time to prep in the kitchen or other areas, you must put this in under comments. You also need time to allow for clean-up as all spaces must be left "as you find them". Please note there are rules and a returnable deposit needed for using the kitchen.*

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\* If you should cancel, please notify the office so we can open the space for another event.

Bridget will notify all relevant groups that may be impacted. Please note no events for Parish Hall/Church, kitchen, portables or Garden are set until cleared through Liturgical Calendar and approved by Fr. Tom.

Please return this form to the parish office for approval.

***Fr. Tom***