

## Meeting Site Request Form

Email completed form to: [sue.hanna@christtheredeemer.us](mailto:sue.hanna@christtheredeemer.us) by

Fr. Mann Signature: \_\_\_\_\_

Name/Phone #/Email of Person Completing Form \_\_\_\_\_

Event Name, Date, Begin & End Times \_\_\_\_\_

Description of Event \_\_\_\_\_

Event setup time (i.e. 30 minutes) & cleanup time \_\_\_\_\_

Scheduling ([sharon.murphy@christtheredeemer.us](mailto:sharon.murphy@christtheredeemer.us)): **Check all requested rooms:**

Church\_\_\_ Chapel\_\_\_ Church Hall\_\_\_ Hall Kitchen\_\_\_ St. Anthony's Basement\_\_\_

Sacred Heart Basement\_\_\_ Emmaus Hall (Rectory Basement)\_\_\_

Faith Formation Center: St. John Paul II\_\_\_ Pope Francis\_\_\_ St. John XXIII\_\_\_ Classroom #\_\_\_

Advertise: Via Facebook? (Circle) Yes No Advertise: Via Website? (Circle) Yes No

What **Bulletin** Date Would You Want This Advertised In? (subject to approval)\_\_\_\_\_

Flyer Requested? \_\_\_ Yes \_\_\_ No **\*NOTE:** Flyers must be approved. Any changes will be made by author.

Need office help for flyer? \_\_\_ Yes \_\_\_ No (assistance must be approved)

Anticipated Attendance \_\_\_\_\_

Who is the Coordinator/Phone #? \_\_\_\_\_

Who is Setting up/Phone #? \_\_\_\_\_

Who is Cleaning up/Phone #? \_\_\_\_\_

Maintenance Needs (Chuck) – NOT including cleaning up trash from event: (i.e. sound system)

# Tables\_\_\_ # Chairs\_\_\_ Describe Formation\_\_\_\_\_

Liturgical Needs (Father Pham – [frphamt@christtheredeemer.us](mailto:frphamt@christtheredeemer.us)):

**\*PLEASE NOTE: If your information is not received on time, it may not be displayed in a timely fashion.**