

Meeting Site Request Form

Email completed form to: sue.hanna@christtheredeemer.us by

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): **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):

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