

Policy/Procedure Event Scheduling

All parish activities, events, and meetings that are to be added to the calendar should be submitted to the parish office secretary in writing on the Event Scheduling Form by Noon every Friday. Items for consideration for the parish calendar will be discussed at Tuesday parish staff meetings. Communication back to the requesting party will take place via email prior to 5pm on each Thursday following the meeting.

All use of our buildings must be scheduled in this manner. Some examples would include:

A family wants to hold a family reunion and would like to reserve the school gym.

A ministry would like to hold a planning meeting in the library or other classroom.

A group would like to reserve the new church for a parish mission or speaker.

Wedding reception or Quinceañera in the school gym.

Youth group wants to reserve the soccer field for a youth group activity.

Retreat or prayer group in the old church.

Any cleaning that would require the building be vacant (school cleaning in the summer, carpets in the old church, stripping or waxing new church floors, etc.)

Pancake breakfasts, pot lucks, etc.

Choir practices, sacrament practices, pageant practices, bean bag tournaments, senior bingo.

Etc.

Questions about this procedure may be emailed to aeversole@saintmaryplano.com or call Anita Eversole at 630-552-3448.

Note that if **an article is requested to appear on the Website or in the Weekly bulletin** – these must be created by the persons requesting the events.

These articles will be approved by the same process as mentioned above.

Bulletin articles must be submitted at a minimum of two weeks prior to the event or will not be considered.

Articles must include

*What type of event,

*where,

*time,

*location,

*contact person or group-

*and a phone number,

*cost , and

*description of event.

Pictures and clip art may be included if desired.

Articles should be proofed by creator and print ready.

Please include a phone number of the individual who created the article in case we need to contact them.

Updated 1/19/2010

**St. Mary Parish – Plano, Illinois
Request for Event Form**

Proposed event: _____

Proposed event date: _____

Proposed event time

Set-up time: _____

Event time: _____

Clean-up time: _____

Proposed location of event: _____

Purpose of event: _____

Who will be invited and how: _____

Include information in parish bulletin: Yes No **Date Desired:** _____

Include information on parish web site: Yes No **Date Desired:** _____

(Article must be type written and submitted via email to the parish secretary – see bulletin for bulletin deadlines. Be sure to include Who, What, Where, When and Why)

Room set-up requests (tables, chairs, etc)

Submitted and requested by:

Name: _____ **Organization** _____

Email: _____

Phone: _____