

2014-2015 CALENDAR SCHEDULING INSTRUCTIONS

To try to make the process of scheduling as simple and painless as possible, please use the form included; it is our hope that the following instructions will help you complete this form. Please note that requests for calendar dates must be submitted to the rectory office by **June 2, 2014**. Requests for dates that are fundraisers must be accompanied by either an approval form from the Finance Council or a Annual Fundraiser Application (AFRE) form. The general starting date for this calendar is July 1, 2014 and the concluding date is June 30, 2015.

General information:

1. A separate form is to be returned for each individual organization or event. Regular meetings are considered one event, whether they be held weekly, monthly, or otherwise. (Example: Holy Name monthly meetings are considered one event; thus only one form need be submitted; their Corned Beef Dinner is considered an event - thus another form would need to be submitted for the Dinner (with Finance Council Fundraiser Approval form attached) listing the date of the Dinner.)
2. No meetings will be scheduled for July 4th, Labor Day, or Thanksgiving Day, or Memorial Day. Also, no meetings should be scheduled during the Triduum (Holy Thursday, Good Friday, or Holy Saturday), and of course Easter, Christmas Eve and Christmas.

Specific Instructions (Please use black ink on the calendar request forms)

DATE: Date of the request **NOT** of the event.

Event Name: Exact name of the event e.g. Sports Council Committee Meeting or School Science Fair

Organization: Self-Explanatory

Contact Person/phone: The person in charge of the event or meeting, not necessarily the head of the organization.

Head of organization: Name of the head of the Organization (address, Phone and e-mail info also). Please mark whether this person is new to the position or not.

What Facility do you wish to use? See attached list of available rooms

Second choice: Please do not list a second choice unless you are willing to accept it

What dates do you require: If your request covers the entire year it would be from 7/1 - 6/30, otherwise list only the date of the event. Do not list a previous day for set up. Mention that in the comments section.

Starting/Ending Times: List the **actual starting and ending times** of your meetings or events; be sure to specify "AM" or "PM". **Do not** include set up and clean up.

Setup: (minutes), Cleanup: (minutes) The time needed for set up and take down. Please do not take any more time than is actually needed.

Comments for setup cleanup: e.g. must set up day before event, things of that nature

Frequency: e.g.: Weekly, Monthly, every other week, twice a week; however often the meeting occurs. If your dates do not consistently occur on the same day of the week or month, you **must** list them separately (e.g., Oct 22, Dec 1, Mar 15).

What recurring day of the week? Used only if your meetings are on a specific day of the week.

Frequency comments e.g.: if a meeting is the third Monday of every month but in May it will be on the second Tuesday this is where to make those comments.

I believe the rest of the form is self-explanatory. Please be sure to give us the correct information regarding the contact person. If this information should change any time after the form has been submitted, please be sure to contact me, Carol Coleman (written notification preferred). If more forms are needed, they are available at the rectory office or on the parish website. After the form(s) is/are completed, make a copy for your organization's files, then place the originals in an envelope marked "**2014-2015 Annual Calendar Requests**" and return to the rectory office by **June 2, 2014**.

Thanks in advance for your cooperation. Again, it is our hope that this will be a painless process for all.