

2015-16 CALENDAR SCHEDULING INSTRUCTIONS

To try to make the process of scheduling as simple as possible. All requests should be requested electronically. Please note that requests for calendar dates must be submitted to the parish office by **May 29, 2015**. Requests for dates that are fundraisers must be accompanied by either an approval form from the Finance Council or an Annual Fundraiser Application (AFRE). The general starting date for this calendar is July 1, 2015 and the concluding date is June 30, 2016.

General information:

1. A separate request is to be submitted for each individual organization or event. Regular meetings are considered one event, whether they are held weekly, monthly, or otherwise. (Example: Holy Name monthly meetings are considered one event; thus only one request need be submitted; their Corned Beef Dinner is considered an event - thus another request would need to be submitted for the Dinner (as well as a Finance Council Fundraiser Approval request) listing the date of the Dinner.)
2. No meetings will be scheduled for July 4th, Labor Day, or Thanksgiving Day, or Memorial Day, (this includes the holiday weekend). Also, no meetings should be scheduled during the week of the Triduum except those directly related to Holy Week Liturgies (includes Palm Sunday, Holy Thursday, Good Friday, or Holy Saturday), and of course Easter, Christmas Eve and Christmas.

Specific Instructions

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.

Email Address: The email address of the contact person.

Phone – Day and Evening: Please indicate work, home, cell.

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.

Email Address: The email address of the contact person. If the same as Contact Person, mark same.

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

What type of event: Regular Meeting, special event, Fundraiser?

Will alcohol be severed: Check yes or no.

Description of Special Event

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.