

Office Use Only: Date Received	___/___/___	Priority	_____
Date Entered	___/___/___		
Request Denied (Reason)	_____		

**Electronic Scheduling Requests are preferred. Please visit our website at [www.stpascal.org/](http://www.stpascal.org/) to schedule your events, click the news and events tab to submit your scheduling and fundraising requests.**

Date \_\_\_/\_\_\_/\_\_\_ Event Name \_\_\_\_\_

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Head of Organization (New Y N ) \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Phone(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail \_\_\_\_\_

What facility do you wish to use? \_\_\_\_\_

Second choice? \_\_\_\_\_

Date (s) of Event From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_

Event **Start & End time** (Actual) Beginning: \_\_\_\_\_(am)(pm) Ending: \_\_\_\_\_(am)(pm)

Additional time needed Setup: \_\_\_\_\_(minutes) Cleanup: \_\_\_\_\_(minutes)

Any special comments for Setup and cleanup: \_\_\_\_\_

What frequency? (daily, weekdays, 2<sup>nd</sup> Tue, monthly, etc.) \_\_\_\_\_(1st, 2nd, 3rd, 4th)\_\_\_\_\_

What recurring day of week? SUN MON TUE WED THUR FRI SAT

Any exceptions to the frequency? (certain dates, months, etc.) \_\_\_\_\_

What type of Event is this? Regular Meeting Special Event Fundraiser (Submit an electronic request to Finance Council)

(If this is a fundraiser, the event will be placed on the calendar to hold it's place. The event will only be finalized when the organization receives notice of approval by finance council. )

Will alcohol be served? Y N

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

Other Comments (number of tables, chairs, etc.) \_\_\_\_\_

Please return your scheduling request (electronically preferred) by May 29. You will be informed if there are any changes to the schedule you requested. Prior to June 25 you should receive a schedule of the events for your organization. If there are any changes to this request, please complete a change request, available online, as soon as possible. **Please make sure all Finance Council forms are completed.**

# 2015-2016 CALENDAR SCHEDULING INSTRUCTIONS

To try to make the process of scheduling as simple as possible, please keep the following in mind. All requests should be completed electronically. Please note that requests for calendar dates must be submitted 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 (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.

Please be sure to give us the correct information regarding the contact person. If this information should change any time after the request has been submitted, please be sure to contact me, Carol Coleman (email notification preferred at [ccoleman@stpascal.org](mailto:ccoleman@stpascal.org)).

Thanks in advance for your cooperation.