

CALENDAR/ROOM RESERVATION FORM

Please complete this form in its entirety. *Print or type clearly.* This form is **due in the Parish Office THREE WEEKS PRIOR to the requested event.**

This information is (circle one): **New** **Update/Revision** **Cancellation**

Date Submitted: _____

**Ministry Leader/Representative –
Responsible Contact Person:** _____

Telephone Number(s): _____ **E-Mail:** _____

Activity Title: _____

Requested Month: _____ **Date:** _____ **Meeting Time Start:** _____
Meeting Time End: _____

Requested Location: _____ **Room Assigned:** _____
(For Parish Use Only)

Ministry: _____ **Number of Attendees:** _____

One sentence for the promotion of this event that will be on the web site calendar screen:

**Date
Requested**

Bulletin Flyer – All flyer inserts must be approved by the Staff Liaison to the Ministry requesting the flyer at least three weeks prior to the Sunday being requested. Approved flyers are due no later than noon on the Wednesday prior to the Sunday being requested – If you are requesting that the flyer be copied by the Parish Office, the master copy is due no later than noon on the Tuesday prior to the requested Sunday. After approval by the Staff Liaison is received, e-mail a copy of the approved flyer to the web team at webteam@stcharleschurch.org.

Bulletin Board Flyer – Must be submitted to Parish Office for approval and posting.

Pulpit Announcement - Announcements are due no later than noon on the Wednesday prior to the Sunday being requested. Please attach text or include on the reverse of this form. They can also be e-mailed to parishoffice@stcharleschurch.org.

Spanish Translation of Flyer - Request is due no later than noon on the Monday **two weeks** prior to the Sunday being requested.

Web Site Posting – Web site postings must have prior approval by the ministry Staff Liaison at least one week before it is posted. E-mail your posting to your Staff Liaison for review and approval. Once approved, it will be forwarded to the web team.

PLEASE NOTE: No events or meetings will be scheduled during Easter Weekend, Christmas (Dec. 24-26), large parish events (i.e., Oktoberfest, International Festival, etc.) and some Holy Days. **ALL GROUPS ARE RESPONSIBLE FOR AFTER MEETING CLEAN-UP.** www.StCharlesChurch.org/staff/calendar.pdf