



EVENT REQUEST FORM

Today's Date: ___/___/___

Your name and group making request: _____

Phone #: _____ - _____ - _____ E-mail: _____

Event name and description: _____

(Dinner, Social, Fund-raiser, Reception, Special Liturgy, etc.)

Event Date(s): ___/___/___ ___/___/___

Facility requested: ___ Aquinas Hall ___ Family Life Bldg. ___ Gym ___ Church ___ Chapel

Actual time of event: _____ to _____ Facility/room to be ready by: _____ am/pm

Special Pre-event Needs

Ticket sales in narthex on weekend(s) of: _____

Volunteer sign-ups in narthex on: _____

Announcement in bulletin/website on the following dates: _____

Send bulletin/website information to Marie Aymar at maymar@stacharlotte.com 2 weeks prior to publication..

Facilities /Kitchen/ Nursery

Number of people expected: _____ Would you like to offer child care? ___ Yes ___ No
(Please note your ministry may be charged.)

Work requested: _____

round tables: _____ # rectangular tables: _____ # chairs: _____

AV and/or other equipment needed: _____

Submit a diagram of room set up to Thomas Sims at tsims@stacharlotte.com 2 weeks prior to event.

Do you need access to the kitchen? ___ Yes ___ No Do you need a key? ___ Yes ___ No

All requests for space must be submitted in writing to the parish office. Please check the online calendar at stacharlotte.com first to determine if the time/room you are requesting is available. Send completed form to Dina Wilson: fax to 704-549-1614 or e-mail to dwilson@stacharlotte.com. For assistance, call 704-549-1607 ext. 207.

Requests typically take 5 business days to process. Your event is not confirmed until you receive notification from the office. If your event is cancelled, please let us know.

Date received: _____	Approval: Yes No	E-mail Confirmation: _____
Entered: Book _____ EMS _____	On-Line _____	Office Use Only 1/30/12 ddw