

## Proposal Form for Parish/School Event

Contact Person Information: Proposal Submission Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
E-mail address: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)  
Phone number & best time to call: \_\_\_\_\_  
Please allow one month for processing this proposal.  
I would appreciate an answer to this proposal by this date: \_\_\_\_\_

Event Idea: \_\_\_\_\_  
How will this event/activity benefit the life of our parish community?  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Event Time & Date(s): \_\_\_\_\_  
Proposed Setup Time & Date(s): \_\_\_\_\_  
Room(s) or Location(s) needed for event: \_\_\_\_\_

Total Budget (Cost to parish): \$ \_\_\_\_\_  
Startup Cash needed for the actual event: \$ \_\_\_\_\_

List volunteers who will be assisting you:

_____	_____
_____	_____
_____	_____
_____	_____

Equipment from parish you will need – Please complete reverse side of this page

The contact person and your committee are expected to take ownership of the event by providing as much volunteer help as possible for everything from setup to cleanup. Staff members are limited in their availability. Knowing this, how much assistance from our maintenance and parish staff do you envision needing?

List Maintenance Staff assistance you will need:

\_\_\_\_\_

List Parish Staff assistance you will need:

\_\_\_\_\_

Will you need babysitters for this event: \_\_\_\_\_ Yes \_\_\_\_\_ No

Proposed promotion you will write/create:

_____ Announcement	_____ Outdoor sign(s)	_____ Bulletin
_____ Newsletter	_____ Website St. Mary Magdalene	_____ Local Cable
_____ Website Lake/Geauga	_____ SMM-SJM School Distribution	_____ Other _____

**Please submit this form to Rita Myers, Parish Secretary**

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(Office Use) Copies delivered to:  Pastoral Team  Parish Staff  Parish Council  
Date received: \_\_\_\_\_  
Date copies sent: \_\_\_\_\_ Date for Staff Agenda: \_\_\_\_\_

## Resources Available for Events

Please circle the item(s) that you will need.

Equipment	Kitchen Items	Miscellaneous
CD Player	Broom and Dust pan	6 foot table (#)
DVD Player	Pizza Warmer	Canopies
Laptop	Pop cooler	Card Table (#)
VCR Player	Pots & Pans (type)	Cardboard mats
Screen	Aprons	Chairs (#)
Projector	Hot dog warmer	Clothespins
Microphones	Freezer or Refrigerator Space	Extension Cords
Podium	Coffee Pots	Halogen lights
	Paper Products (ask for list)	Ladders 6' 8' 12' 16'
	Popcorn Boxes or Bags	Rope or Line
	Mops	Rubber floor mats
	Oven usage	Seasonal Decorations
	Pot holders	Please list at bottom of page
	Dish towels/dish cloths	Spot Light
	Cookie Sheets	Stage risers
	Supply Cabinet	Storage space
	Griddle	Tables (Round or Square)
	Popcorn Maker	Trash cans
	Popcorn Packets (Ingredients)	Vases
	Cooking Utensils	

### Important Event Guidelines:

Liquor permit application if needed, must be submitted to Carol Mondichak at the Parish Office at least 45 days before the event.

Keys for the event will need to be signed out at parish office prior to the event during regular Parish Office hours.