

# HOLY FAMILY PARISH

## Event Calendar Scheduling Form

Use this form to Reserve space for Parish events and/or to request an event be added to the Parish Master Calendar.

Date: \_\_\_\_\_

Name of Parish program/organization: \_\_\_\_\_

Event: \_\_\_\_\_

Event date: \_\_\_\_\_

Day of the week (circle):    S    M    T    W    T    F    S

Beginning time: \_\_\_\_\_                      Ending time: \_\_\_\_\_

Facilities (meeting room requested): \_\_\_\_\_

Number of anticipated participants: \_\_\_\_\_

Person in charge: \_\_\_\_\_

Phone: \_\_\_\_\_                      Email: \_\_\_\_\_

Regarding all non-recurring events (events not scheduled at quarterly calendar meeting):

As a standard procedure, all representatives looking to reserve an event should, first check availability of space, date and time via a call during Parish Office hours to Joanna Whaley or Allison Alarcon at 228-452-4686, or after hours to the Event Calendar Committee Chair Andrew Koslosky at 504-782-3994. After checking availability, the event form would then be filled out and brought to or emailed to the Parish Office at [holyfamilyparish@biloxidiocese.org](mailto:holyfamilyparish@biloxidiocese.org) for processing. **The event is NOT SCHEDULED officially until the Pastor has approved and signed the request form, and it is placed on the Parish Master Calendar.** All forms will be reviewed on Monday of each week. You will be notified (a) if the event has been approved, (b) if the Pastor needs more information, (c) the event has not been approved. **It is imperative that event chairs ensure that all spaces approved and used by organizations are cleaned and left in good order.**

A Public Master Parish Calendar will be made easily accessible on the Parish Website. If changes need to be made to a scheduled event, the same procedural steps listed above will take place. Of course, should there be a special circumstance or urgent situation that arises, the procedure is to call the Parish Office during business hours, or after hours call the Event Calendar Committee Chair.

### For Office Use Only:

Date and space requested is available:    Yes \_\_\_\_\_                      No \_\_\_\_\_

Approved:    Yes \_\_\_\_\_                      No \_\_\_\_\_                      Pending more information \_\_\_\_\_

Approved by: \_\_\_\_\_                      date: \_\_\_\_\_

Event placed on Master Calendar by: \_\_\_\_\_                      date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_