

Mary Queen of Heaven Schedule of Events Calendar 2009-2010

Revised 07/11/2009

OFFICE USE ONLY:	Date Submitted _____
Date Entered _____	Date Confirmed _____

Please return this form to the Parish Office by Aug. 1, 2009.

Scheduling priority will be given to Religious Ed., then space will be assigned on a first-come, first served basis. If a conflict occurs, I will contact you.

Please contact Sister Marlene at 630-279-5700, Fax 630-279-4667 or by e-mail at sistermarleneg@aol.com if you have questions.

Other/future requests must be submitted using this form and set-up forms. **DO NOT CALL IN A REQUEST.**

Set-up Forms are available in the Parish Office and on the Parish website

Organization _____

Contact Person _____

E-mail _____

Daytime Phone _____

Cell Phone _____

Evening Phone _____

Person requesting space, if not the Contact Person _____

Cell # _____ Phone # _____ Email _____

All EVENTS needing a set-up MUST submit a SET-UP FORM at least **TWO WEEKS** in advance.
OR

DO IT NOW an even BETTER CHOICE

Reoccurring meeting dates: (check below) Start Time _____ End Time _____

Location _____

Set Up Time

Clean-up/Finished Time

INTERVAL	WEEK OF MONTH	DAY OF WEEK	MONTHS	
() Weekly	() 1 st	() Sunday	() All	() July
() Monthly	() 2 nd	() Monday	() January	() August
	() 3 rd	() Tuesday	() February	() September
	() 4 th	() Wednesday	() March	() October
		() Thursday	() April	() November
		() Friday	() May	() December
		() Saturday	() June	

Single Event/Meeting

A SET-UP FORM must be submitted at least two weeks in advance.

Date	Event #1	Set/up Time	Start Time	End Time	Clean/up Time	Space Requested (Church, Social Hall, Barrett Hall, Mary's Gathering Space, Classroom, Conference Rm, Common Rm, Other)	Need Set-Up?	
							Yes	No
Date	Event #2	Set/up Time	Start Time	End Time	Clean/up Time	Space Requested (Church, Social Hall, Barrett Hall, Mary's Gathering Space, Classroom, Conference Rm, Common Rm, Other)	Need Set-Up?	
							Yes	No
Date	Event #3	Set/up Time	Start Time	End Time	Clean/up Time	Space Requested (Church, Social Hall, Barrett Hall, Mary's Gathering Space, Classroom, Conference Rm, Common Rm, Other)	Need Set-Up?	
							Yes	No
Date	Event #4	Set/up Time	Start Time	End Time	Clean/up Time	Space Requested (Church, Social Hall, Barrett Hall, Mary's Gathering Space, Classroom, Conference Rm, Common Rm, Other)	Need Set-Up?	
							Yes	No

