

St. Stephen the Martyr Event Proposal Form

Event Name: # of Attendees

Event Date(s): Start Time: End Time

Set-Up Date(s): Start Time: End Time

Does the event involve being part of the Liturgy (Mass) If yes, describe how: (Use back for more space) Yes No

Recurring Event? Yes No If Yes: Weekly Monthly Yearly
Day Day/Date of Month Day/Date of year

Group Proposing Event Group Staff Liaison

Event Coordinator Contact: Email: Phone:

Facility spaces to be used: (Check all that apply) Hall Classroom 124 Church Other:
Hall Kitchen Classroom 127 Chapel
St. James Classroom 128/129 Narthex
St. Johns Classroom 130 Narthex Kitchen

Will there be a speaker at the event?

Speaker Name:

Is speaker from outside of Seattle Archdiocese

Wi-Fi

DVD Player

Social Hall Kitchen use

Event/cleanup After 10 pm (for Parking Lights)

Projector/Screen

Narthex Kitchen use

Other Needs: (Check all that apply)

Set Up Help (Attach Set Up Sketch)

Stage

If Kitchen is used, has someone in group completed Kitchen Training?

Other:

Sound System W/Microphone and other Audio inputs

Yes No

Contact Kim Anderson for kitchen training information. A Kitchen Monitor may be used to supervise the event for a fee, if one is available.

Event Description & General Information: (Use back for more space)

Is the requesting group willing to make a free-will offering to St. Stephen's general fund to help support facilities, supplies, custodial help, administration, and utility costs? Yes No If Yes, approximate amount :

Proposal Form Completed By:

Date Submitted:

**St. Stephen the Martyr
Event Proposal Form**

Does the event involve being part of the Liturgy (Mass) If yes,
describe how: (Continued from page 1)

Event Description & General Information: Continued from page 1

Other Details/Comments