

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 Seattle Archdiocese ☐

Other Needs:
(Check all that apply)

- | | |
|---|---|
| ☐ Wi-Fi | ☐ DVD Player |
| ☐ Event/cleanup After 10 pm (for Parking Lights) | ☐ Projector/Screen |
| ☐ Set Up Help (Attach Set Up Sketch) | ☐ Stage |
| ☐ Other: | ☐ Sound System W/Microphone and other Audio inputs |

- ☐ Social Hall Kitchen use
☐ Narthex Kitchen use

If Kitchen is used, has someone in group completed Kitchen Training?
☐ Yes ☐ No

Contact Beth Nieva (Bnieva@ststephenslife.com) 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)

A large, solid gray rectangular box intended for the user to provide details about the event's involvement in the Liturgy (Mass).

Event Description & General Information: Continued from page 1

A large, solid gray rectangular box intended for the user to provide general information about the event, continuing from page 1.

Other Details/Comments

A large, solid gray rectangular box intended for the user to provide other details or comments regarding the event proposal.