

Our Lady of Loreto Catholic Parish
Annual Event Request

Date/time received: _____
Date/time entered: _____
Confirmation Sent: _____

Name of Event _____

Ministry _____

Requested by _____

Phone _____

Email _____

Multiple Occurrence

Frequency (i.e. monthly): _____

Days of the week/month: _____

Start Date: _____

End Date: _____

Start Time: _____ am / pm

End Time: _____ am / pm

Setup Start: _____ am / pm

Cleanup End: _____ am / pm

Single Occurrence

Date: _____

Start Time: _____ am / pm

End Time: _____ am / pm

Setup Start: _____ am / pm

Cleanup End: _____ am / pm

ADDITIONAL/SPECIFIC DATES:

_____	_____
_____	_____
_____	_____

ROOM(S) REQUESTED

1st Choice

2nd Choice

_____	_____
_____	_____

Include on Parish Calendar?

☐

Yes

☐

No

Do you need AV equipment?

☐

Yes

☐

No

Estimated Number of People Attending: _____

HELPFUL INFORMATION & CONTACTS:

- Each room on campus has a default setup. You are welcome to change the setup, but please put it back to the default setup after your event. The room should be left ready to use by another group.
- Facility questions: Gery Myhre, 303.414.2273, GMYHRE@OURLADYOFLORETO.ORG.
- Audio Visual/IT: Scott Ditch, 303.414.2259, SDITCH@OURLADYOFLORETO.ORG.
- Bulletin, Flocknote, and Narthex Tables: Christina Deeb, 303.414.2250, SECRETARY@OURLADYOFLORETO.ORG.
- Facility scheduling questions: Dawn Hardison, ADMINASST@OURLADYOFLORETO.ORG, 303.414.2260.

Submit this form to Dawn Hardison:
ADMINASST@OURLADYOFLORETO.ORG

Each room has a default setup. Will your event require a setup that is different from the default?

☐

Yes

☐

No

****If yes, you are responsible for setting up the room and re-setting it after your event, or coordinating with our facilities team.**