

# 2017.2018 Hospitality Hosting Request

ST. JAMES THE APOSTLE PARISH | 480 S. PARK BLVD | GLEN ELLYN, IL 60137

FOR OFFICE USE ONLY:

DATE COMPLETED \_\_\_\_\_ BY \_\_\_\_\_

Name of Ministry/Organization (s) to Host Hospitality: \_\_\_\_\_

Please Check Off the Date(s) of Hospitality Weekend You Wish to Host:

September 10, 2017

October 08, 2017

November 10, 2017

NO HOSPITALITY IN DECEMBER

January Hospitality: CATHOLIC SCHOOLS WEEK-WILL BE HOSTED BY SCHOOL

February Hospitality: RELIGIOUS EDUCATION WEEK-WILL BE HOSTED BY REO

NO HOSPITALITY IN MARCH DURING LENT

April 6, 2018

May 20, 2018

Will your ministry/organization (s) be using the stage for fundraising\* or information sharing?  Yes  No

If you answered "Yes", will you be using the full stage or 1/2 of the stage?  Full\*  Half\* *\*Please indicate your setup needs below and ignore the second side of this form*

If you answered "No" or if you checked "Half", who should we contact from your ministry/organization if another ministry would like your permission to use the stage to fundraise/share information during the weekend you are hosting:

CONTACT NAME: \_\_\_\_\_

CONTACT NUMBER OR EMAIL: \_\_\_\_\_

**\*If you will be fundraising**, please complete and submit a **Fundraising Approval Request Form** for approval by the Parish Council to accompany this Hosting request.

## Stage Setup Needs: *(Please indicate your setup needs below)*

Half Stage Usage: One (1) Rectangular Table, one (1) easel

Full Stage Usage: Two (2) Rectangular Tables, two (2) easels

Additional items needed:

Podium

TV/DVD

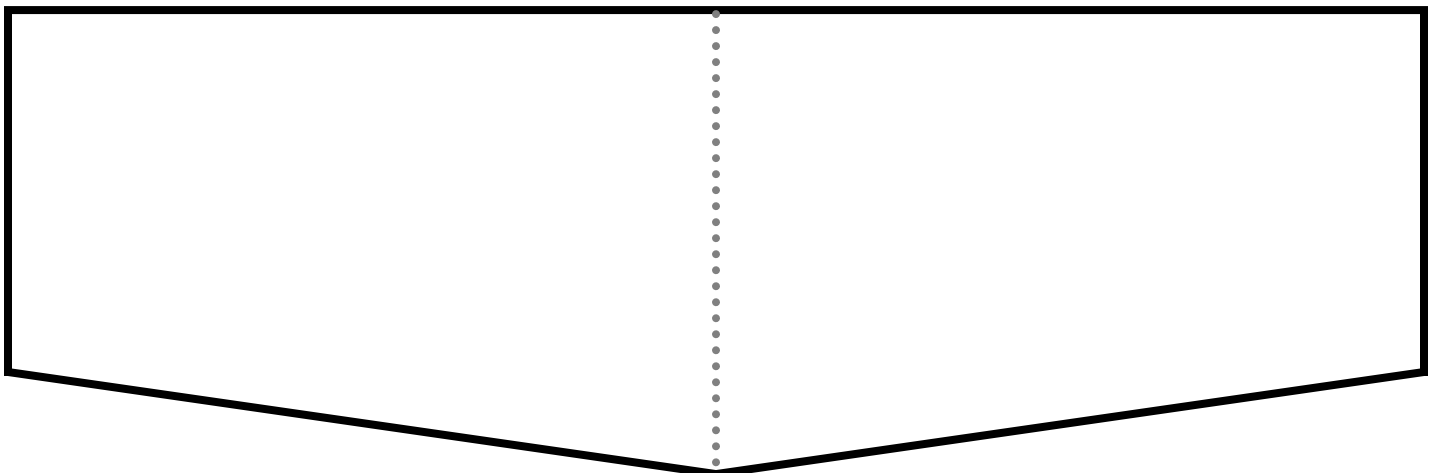
Projector\*

Room Key\*

Other (specify): \_\_\_\_\_

*\* Sign Out at Ministry Center before 2 P.M. on Friday/Return on Monday*

**\*PLEASE DRAW SETUP AS YOU WANT IT TO APPEAR:**



# 2017.2018 Hospitality Stage Use Request

ST. JAMES THE APOSTLE PARISH | 480 S. PARK BLVD | GLEN ELLYN, IL 60137

FOR OFFICE USE ONLY:

DATE COMPLETED \_\_\_\_\_ BY \_\_\_\_\_

Name of Ministry/Organization (s) Requesting Stage Use during Hospitality: \_\_\_\_\_

Please Check Off the Date(s) of Hospitality Weekend You Wish to Use the Stage:

September 10, 2017

October 08, 2017

November 10, 2017

NO HOSPITALITY IN DECEMBER

January Hospitality: CATHOLIC SCHOOLS WEEK-WILL BE HOSTED BY SCHOOL

February Hospitality: RELIGIOUS EDUCATION WEEK-WILL BE HOSTED BY REO

NO HOSPITALITY IN MARCH DURING LENT

April 6, 2018

May 20, 2018

What is your ministry/organization's main reason for stage use? Please check off all applicable:

Fundraising\*

Information Sharing

Volunteer Recruitment

Other: \_\_\_\_\_

Are you requesting to use the full stage or 1/2 of the stage?  Full\*  Half\* \_\_\_\_\_ \*Please indicate your setup needs

\*If you will be fundraising, please complete and submit a **Fundraising Approval Request Form** for approval by the Parish Council accompany this Hosting request.

FOR OFFICE USE ONLY:

PERMISSION OBTAINED FROM HOSTING MINISTRY/ORGANIZATION

CONTACT NAME \_\_\_\_\_

DATE \_\_\_\_\_

PERMISSION OBTAINED FROM PARISH COUNCIL FOR FUNDRAISER

DATE \_\_\_\_\_

## Stage Setup Needs: (Please indicate your setup needs below)

Half Stage Usage: One (1) Rectangular Table, one (1) easel

Full Stage Usage: Two (2) Rectangular Tables, two (2) easels

Additional items needed:

Podium

TV/DVD

Projector\*

Room Key\*

Other (specify): \_\_\_\_\_

\* Sign Out at Ministry Center before 2 P.M. on Friday/Return on Monday

**\*PLEASE DRAW SETUP AS YOU WANT IT TO APPEAR:**

