

2017.2018 Keyword Form

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

FOR OFFICE USE ONLY:

DATE COMPLETED _____ BY _____

This form is used to notify the Parish Office of special days/keywords that should be printed on the top of the parish calendar, but don't necessarily require use of the parish facilities. If facilities are required for the special day/keyword, the Facility Usage Request Form should also be completed. All fundraising activities must first be approved by the Parish Council according to the Parish Fundraising Policies and will not be scheduled without prior approval.

Keyword/Special Day: _____ Organization (if applicable): _____

Date(s) Requested of Event: _____

Are parish facilities needed for this special day? ___Yes*_____ No *If yes, please complete a **Facility Usage Request Form**