

Joe
Lorraine

PARISH OFFICE SERVICES REQUEST

Please deliver completed form to Henny in the Parish Office

760-758-4100 x100 or hennyj@stmoside.org

Event:		Date of Event:		Organization:	
Name:		Phone #:		Email:	

Information Sharing

- Bulletin article *(please review page 4 for guideline and complete the section below)*
- Calendar Update section of bulletin *(please review page 4 for guidelines and complete the section below)*
- Bulletin stuffer *(please review page 4 for guidelines and complete the section below)*
- Flyer on bulletin board
- Mass Announcement *(please review page 4 for guidelines and complete the section below)*
 - with Table on Plaza
- STM Email—Beyond the Bulletin reminder notice *(please complete the section below)*
- Outside publicity *(please complete a Press Release Form)*

Event/Meeting Space

- Event/meeting space reservation request *(please complete pages 2-3)*

Other Office Services *(please describe below; you will be contacted with cost estimates, if applicable)*

- Copying or duplicating
- Printing (stationery, envelopes, etc.)
- Mailing labels
- Postage or bulk mail

Date(s) Desired for Bulletin Article:
Date Desired for Bulletin Stuffer <i>(please confirm with Lorraine):</i>
Date Desired for Mass Announcement by Organization Representative:
Names of representatives making this announcement: <div style="display: flex; justify-content: space-between; width: 100%;"> 5:00pm 8:30am 10:30am </div>
Date(s) Desired for Mass Announcement by Reader:
Date Desired for STM Email Reminder:
<i>Use the space below for the text of your article/announcement or a description of your request. You may also attach the details or email them to www.hennyj@stmoside.org.</i>

Any questions, please contact Henny Jocelyn, 760-758-4100 x100 or hennyj@stmoside.org

Details of Event/Meeting Space Request

Please CONFIRM the date(s) and location of your event with Henny Jocelyn BEFORE publicizing your event/meeting.

Name:		Phone #:		Email:	
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Date of Event	Event Name	Setup Start Time	Event Start Time	Event End Time	End Time

If this is a recurring event, please describe (first date, last date, frequency):

Number of people expected	Number of tables needed	Number of chairs needed

Preferred Location

- Lower Level Hall
- Library Conference Table
- Round Table
- Front Lobby
- Area Outside RE.A.CH Office
- Upper Level Gym
- Upper Level Stage
- Off-site
- Plaza

Kitchen will be used

Your group will also be responsible for following proper kitchen procedures, if any food items are included.

Air Conditioning/Heat Needed

Equipment Needed

- Dividers
- Candles
- Signs *(notify office of sizes, wording and placement)*
- White Boards
- Microphone on Stand
- Microphone—Cordless
- TV/DVD/VHS (on cart)
- Overhead Projector
- Slide Projector
- Freestanding Screen
- Big Screen System with DVD or VHS
- Big Screen System with computer
- Music CD/Cassette Player
- Upper Level Automatic Door Unlocked
- Additional Light on Plaza

If the event will take place outside of normal office hours:

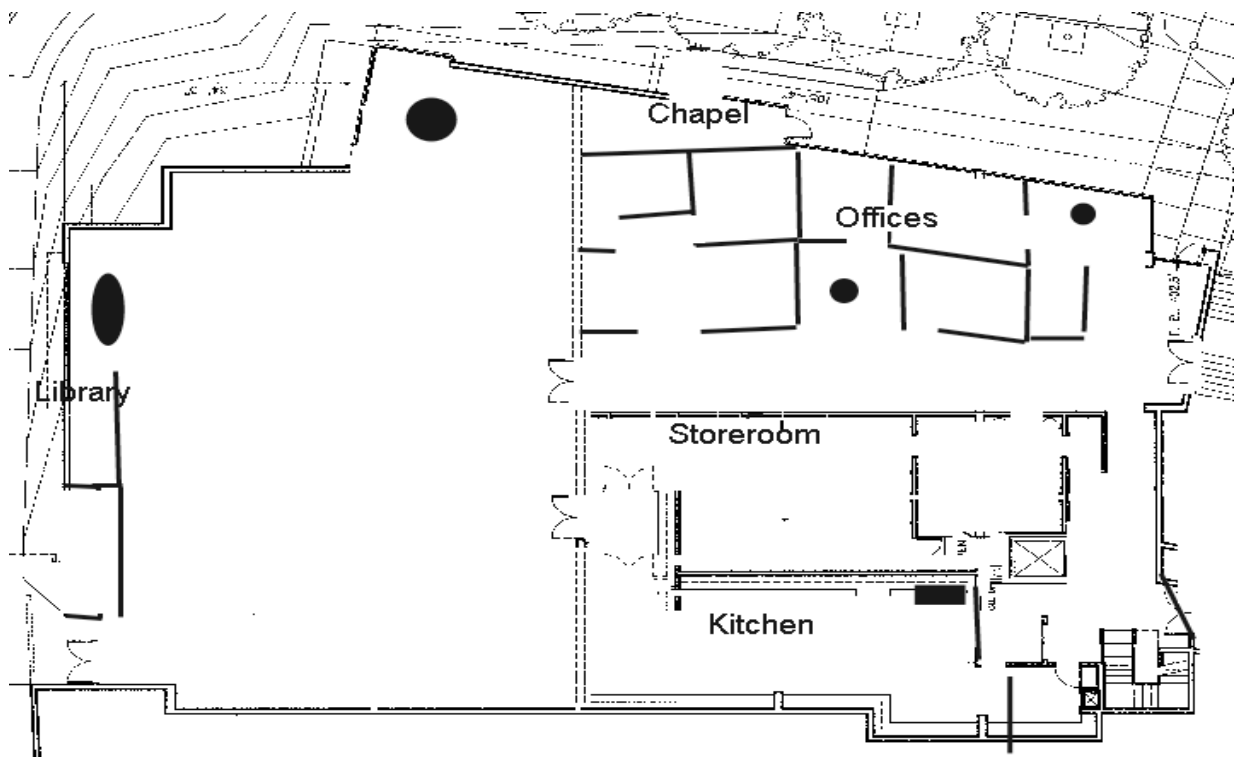
- Our organization will be responsible for unlocking and relocking the facility.
- Please make arrangements for a host to unlock and relock the facility.

Please use the diagrams on the next page to indicate requests for specific furniture arrangements.

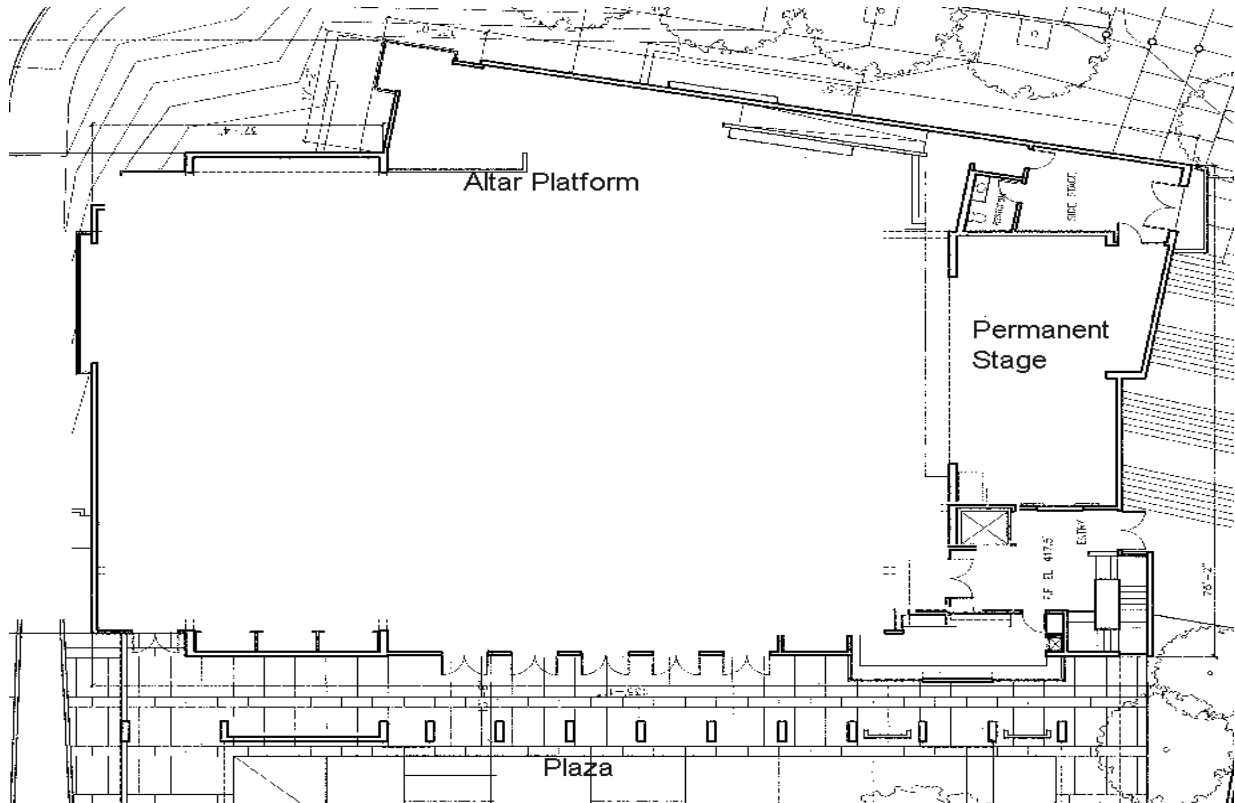
- Other special requests:

Any questions, please contact Henny Jocelyn, 760-758-4100 x100 or hennyj@stmoside.org

Lower Level



Upper Level



GUIDELINES FOR PARISH OFFICE SERVICES REQUESTS

Bulletin Items

1. Articles for the bulletin must be submitted by Noon on the Tuesday preceding the desired weekend. Items may be hard copy or emailed to *lorrained@stmoside.org*.
2. Inserts/stuffers for the bulletin should be reserved at least two months in advance of the desired weekend. When you make the reservation, Lorraine will discuss printing options with you.
3. All submissions are subject to editing. Courtesy announcements for events outside the parish are printed on a space-available basis.

Mass Announcements

After receiving Communion, the person giving an announcement should take a seat in the choir area so s/he is ready to begin the announcements right after the Closing Prayer when the presider invites the assembly to be seated.

1. An announcement **should** be given at all three Masses on the weekend, and the Organization/Cause, etc., should have a table out on the Plaza or an activity occurring after Mass.
2. Each announcement must be brief in nature, not to exceed one minute (**approximately 125 words**).
3. Arrangements for the announcement must be made with Henny several weeks in advance, since there is a limit to the number of announcements allowed each weekend. The text of the announcement will need to be provided for review.
4. Tips–Suggested opening lines include saying the name of the speaker and organization or asking a question to raise people’s interest. “Good morning, . . .” should be avoided, since announcements occur at the end of Mass, and the assembly was already greeted at the beginning of Mass. Make sure that those giving the announcement have a copy of the text.
5. Representatives of each Organization/Cause, etc. will have one opportunity per event to publicize its happening. This may be followed by a “reminder” announcement by the reader for the following two weeks.
6. We reserve the right to revise or edit an announcement made by the reader as necessary to ensure its appropriate length and differentiate the information from a bulletin article.
7. The clergy (Priests and Deacons) normally do not make announcements. A group or organization should not ask the clergy to make its announcement. On rare occasion, at the discretion of the pastor, a priest or deacon may make an announcement.

Other Office Services Requests

1. Normally allow 48 hours for completing requests for emailing, copying, duplicating or printing. The organization may be billed for the cost.
2. Arrangements must be planned in advance for assistance with labels, postage, bulk mail, and other office services.

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Revised 11/07/09