
St. Anna Event Request Form

Date of Form Submission to Ways & Means Chair: _____

Event Sponsor(s):

- | | | | |
|--------------------------------------|---|---|---|
| <input type="checkbox"/> Acolytes | <input type="checkbox"/> G.O.Y.A. | <input type="checkbox"/> Hope & Joy | <input type="checkbox"/> P.T.O. |
| <input type="checkbox"/> Athletics | <input type="checkbox"/> Greek Dance | <input type="checkbox"/> Orthodox Awareness | <input type="checkbox"/> Catechetical Education |
| <input type="checkbox"/> Choir | <input type="checkbox"/> Greek Language Ed. | <input type="checkbox"/> Philoptochos | <input type="checkbox"/> Parish Council |
| <input type="checkbox"/> Other _____ | | | |

Event Name: _____

Date of Event: Preferred _____ 2nd _____ 3rd _____

Contact Person(s) _____ Phone _____ Email _____

Ministry Leader Approval _____ Phone _____ Email _____

Purpose of Event:

- Community Outreach Social Get Together Philanthropy Other _____

Target Audience: Check all that apply

- St. Anna Community Outside St. Anna Ministry/Group/Other _____

Event Venue(s):

- Fellowship Hall Kitchen Church Classroom Other _____
- Outside Venue(Please Specify) _____

Will Event be a Fundraiser: No Yes If Yes, specify for what goal: _____

Event Budget _____ Targeted Net Revenue _____ Require Financial Assistance No Yes _____

Will Event require Vendors : No Yes If Yes, please specify: _____

Will Event have Games of Chance(Raffle) : No Yes If Yes, please specify: _____

Upon Event approval by the PC, the Event Sponsor will be notified by the Ways and Means Committee to start planning and producing marketing and communication materials they will require to promote the event.

Prior to distribution, the marketing and communication material is to be sent to The Priest, the Ways and Means Committee, the President and the Communications Committee to confirm that the content is in accordance with the requests made herein.

All marketing and communication materials will require seven(7) days after submission to be forwarded.

FOR OFFICE USE ONLY:

Date Event Approved by PC _____ Date Entered on Church Calendar _____

Date Communications and Marketing Materials Submitted _____ Approved _____

Will Event require Insurance: No Yes If Yes, please specify: _____



St. Anna Event Process and Procedure

- 1. An Event Sponsor (ES) shall propose an event to Ways and Means Committee (WMC) utilizing the St. Anna Event Request Form which outlines specific details about the event. All relevant information must be submitted as outlined.**
- 2. If the event requires Vendors, Insurance, Game of Chance or Financial Assistance the process and procedure and forms required for each one of those request shall be followed and submitted to the WMC with the St. Anna Event Request Form for distribution to the responsible committees.**
- 3. The WMC will evaluate the event based on submitted forms and review with the Priest and the Parish Council President to give findings, determination and recommendation to Parish Council (PC).**
- 4. The PC will weigh in and vote on whether the event will be allowed on the second Monday of every month. In certain cases the ES may request immediate approvals in which the priest and WMC may deem appropriate. In such circumstances the Priest and the PC Executive Board can convene to determine if the event will be allowed.**
- 5. At any point in 1,2,3 or 4 the event or portion of event is not "allowed", the WMC and the Priest will notify the ES of the corrective action or reason for not approving event.**
- 6. Upon approval of the event, the WMC and the Priest will notify the ES Ministry Head and Responsible Person. The notice will also request for the submission of any and all marketing materials to be used for the event to be approved before distribution. The ES will submit the marketing materials to the Priest, the WMC, the Communications Committee (CC) and the PC President so that the materials composed and to be distributed are in alignment with the originally approved event and its content.**
- 7. The WMC and the Priest shall approve the marketing materials and give notice to the CC and ES to distribute such approved materials as submitted or with appropriate corrections.**
- 8. The dissemination of the ES approved marketing materials shall be done in accordance with the process and procedures set in place by the CC.**
- 9. Final form will be kept in office records.**