

# ST. VERONICA CATHOLIC CHURCH

Rev. Dennis W. Kleinmann, Pastor

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## Event Request and Planning Form

Please complete and submit this form prior to the planned event. This includes events scheduling space in the facility or on parish grounds. This form, however, need not be submitted for regular, ongoing group meetings. In that case, simply email [info@stveronica.net](mailto:info@stveronica.net) to reserve a room.

Today's Date: \_\_\_\_\_

Sponsoring Party or Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

• Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

• E-Mail Address: \_\_\_\_\_

Event Name/Project Title: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Proposed Date(s) and time(s):

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Begin Setup Time: \_\_\_\_\_ End Cleanup Time: \_\_\_\_\_

**NOTE:** If your event spans multiple days, and each day requires different setup, and/or different start and end times, you must use separate planning forms for each day.

Number of Participants: \_\_\_\_\_

Room(s)/Space(s) Requested: \_\_\_\_\_

Will the Kitchen be used?  Yes  No

Have you attended St. Veronica Kitchen Training?  Yes  No

Kitchen Equipment

Stove  Oven  Convection Oven

Refrigerator  Dishwasher

Parish Hall - Tables & Chairs (specify number requested)

\_\_\_\_\_ Cafeteria Tables \_\_\_\_\_ Rectangular Tables \_\_\_\_\_ 5' Round Tables

\_\_\_\_\_ Chairs

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

Can the cafeteria tables be left out during your event .....  Yes  No

**NOTE:** Events in the Parish Hall require a completed setup diagram of the tables, chairs, and equipment. See back page of this form.

## Event Request and Planning Form – Page 2

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FOR OFFICE USE ONLY:

Project Approved     Project Disapproved     Returned for Changes

Date submitted onto Parish Calendar: \_\_\_\_\_

Office Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pastor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

