

Ministry Request For Solicitation

INSTRUCTIONS: *Saint Jude is a very active parish. After Mass activities are a useful way of promoting events/opportunities for the parishioners. To ensure your ministry of this opportunity, and for accountability to the parishioners, this form must be completed by a board member of the ministry or organization requesting the solicitation. Completion of this form is not approval – it is a request to the Pastor detailing the purpose of your proposed activity. Please return this form to the parish office, as soon as possible before the requested date. In the event of multiple requests for the same date, ministries or organizations may be requested to reschedule the solicitation. You will receive a response to this request by phone or e-mail. Thank you for your cooperation and God Bless You for your commitment to our Parish.*

Name of Organization/Ministry/Group

Requesting the Weekend of

Items to Be Provided by Church

Regular Table	# _____
Round Table	# _____
Easel	Yes <input type="checkbox"/> No <input type="checkbox"/>

Purpose of Solicitation

Type of Solicitation

Distributing Items	Yes	No
Requesting Donations	Yes	No
Receiving Items	Yes	No
Collection Box Only	Yes	No

If a table is approved for your ministry on the weekend requested, you must have a representative present at every Mass (exception collection box only). We strongly encourage you to have promotional and marketing materials at your table. This includes signs, brochures and other types of handouts.

Please contact the Communications Office at communications@judeatl.com or 770-394-3896 before producing any signs, banners, flyers, brochures, etc. Questions? Please call the parish office.

Location Requested

Outside Main Entrance	<input type="checkbox"/>
Church Vestibule	<input type="checkbox"/>
Ministry Building Parking Lot	<input type="checkbox"/>
Other _____	<input type="checkbox"/>

Requested By

Your Name	Phone
E-mail	Today's Date

Please E-Mail, Fax or Drop Off Completed Form to the Parish Office

For Parish Office Use	
Date Received / /	Approved by _____
Date Contacted / /	Updated on Parish Calendar _____