

# Ministry Event/Solicitation Request Form

**INSTRUCTIONS:** *Saint Jude is a very active parish. To ensure your ministry of the opportunity to host events and/or request tables after Mass, this form must be completed a board member of the ministry or organization requesting the event or solicitation. Please complete this form for all events, including those held off site. 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 event or 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**

**Date of Weekend for Solicitation OR Name & Date of Event**

**Items to Be Provided by Church**

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

**Purpose of Solicitation or Event**

**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](mailto: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**

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