

OSJ COMMITTEE EVENT OR INITIATIVE PROPOSAL FORM

Committee (s): _____

Committee Chair / Lead: _____

Email address: _____

Name of Event or Initiative: _____

Is this a new initiative? YES NO Is this a one-time event? YES NO — how often? _____

Proposed Date / date range: _____

Please provide two alternate dates in the event your preferred date is not available:

_____ or _____

Location/time: _____ Are tables/chairs needed? YES NO

Please describe the primary focus of the event. Is it geared to a specific audience or the entire parish?

Is there a fee to attend? NO YES: \$_____ Is there a fee for supplemental materials? NO YES: \$_____

How will supplemental materials be distributed? _____

Will there be hospitality at the event? NO YES

Will you advertise the event? NO YES — bulletin targeted email parish-wide email flyer

Approved by Pastor: YES NO Date of approval: _____

Pastor's signature: _____

Thank you for your submission. You will be notified by email once your event is approved by the pastor.
Any questions please contact Vitullon@oldstjoseph.org.