

St. Michael the Archangel Parish & School - **Current** EVENTS

THESE **EVENTS** have previously been approved by the Parish Council/School Board, BUT need review:

8th Grade	Euchre	Dance(s)	
ATHLETICS	Adult Bowling Fundraiser	Paint Night	Self Defense Class
GOSPEL OF LIFE	March for Life		
GRIEF MINISTRY	Mourning with Great Hope workshop		
KNIGHTS	Blood Drive	Mass & Spaghetti dinner	
MARRIAGE & FAMILY	Catholic Date Night	Tables for Two	
PARENT GROUP	Ice Cream Social	Spaghetti Dinner Auction	Jesus' Birthday
	Trunk or Treat	Trivia	
REL ED	Vacation Bible School		
SOCIAL	Parish Picnic	Fish Fries	Dueling Pianos
	Mardi Gras	Car Show	Christmas Concert
USHERS	Pancake Breakfast		
WOMENS GROUP	Advent by Candlelight	Mother Daughter Breakfast	Ladies Night Out
YOUTH GROUP	Subiaco Retreat	Rainbow Retreat	March for Life
	Egg Hunt	Graduation Mass & Reception	Halloween Extravaganza

THE FOLLOWING INFORMATION NEEDED FOR PARISH CALENDAR

Primary Contact _____	Phone _____	Email _____
Date(s) _____ to _____	[] COLLECTION	[] FUNDRAISER
*LOCATION _____ <i>*MUST SUBMIT SET UP TO MAINTENANCE IF ON ST. MICHAEL CAMPUS!</i>		
Was this fundraiser worth the effort / time / successful in the past? _____		
Parish Staff Representative _____	approval at staff meeting - date _____	
Comments: _____		

**PLEASE COMPLETE
SECOND PAGE**

Detail any changes from previous years

- | | | | |
|---|-----|----|---|
| 1) Was this event put on parish/school calendar? | Yes | No | |
| 2) Will a <u>cash box</u> be needed for this activity? | Yes | No | |
| 3) Will you need to check out <u>keys</u> ? | Yes | No | |
| 4) Will this event need to be published in the <i>bulletin</i> ? | Yes | No | |
| 5) Will this event need to be displayed on our <i>website</i> ? | Yes | No | |
| 6) Will this event need to be advertised in the parish email? | Yes | No | |
| 7) Will anything need to be rented for this event? (tables, chairs) | Yes | No | describe_____ |
| 8) Will a LIQUOR LICENSE be needed for this event? | Yes | No | <u>BYOB EVENTS ARE NO LONGER PERMITTED</u> |

Important:

- These events have been pre-approved and in place, some for many years, HOWEVER, they still need to be preapproved PRIOR to advertising and concrete planning.
- These events are input into the parish facilities calendar, as well as a fundraising calendar, and are monitored.
- Monies collected must be deposited to the parish office promptly. Money should be counted and recorded on Transfer of Banking Funds (deposit slip), which is available in parish office if needed. *After business hours, please use the drop box.*
- Keys that have been checked out are *borrowed* and must be returned to parish office promptly. *After business hours use drop box.*
- Maintenance is NOT responsible for the clean up of your event.
- *Parish Council reserves the right to discontinue any of the above events at any time.*

Events NOT listed MUST go through “new Event” procedures – use appropriate form found on website