

**St. Gregory the Great
Schedule Request Form**

Type of Request	Date of Event	Day of Event	Ministry/ Organization	Event	Set-up Time AM / PM	Start Time AM / PM	End Time AM / PM	Clean-Up AM / PM	Building	Room
ADD										
ADD										
ADD										
ADD										
ADD										
ADD										
CHANGE										
FROM:										
TO:										
CHANGE										
FROM:										
TO:										
DELETE										
DELETE										

Submitted By: _____ Date: _____ Approved / Entered By: _____ Date: _____

Home:	
Work:	
Cell:	
<p align="center">Complete according to Type of Event: ADD = Requesting a new event to be scheduled CHANGE = Changing a previously scheduled event DELETE = Cancelling a previously scheduled event</p>	

For Parish Office Use

Request Received by phone: _____

Request Confirmed by phone: _____