



# Event or Fundraising Request Form

St. Therese Parish

9525 W Bluemound Rd, Milwaukee, WI 53226 • Phone (414) 771-2500  
www.sttheresemke.org • info@sttheresemke.org

This form is for use by Parish Groups/Committees who would like to host an event beyond normal group meetings or are sponsoring a fund raiser. All requests are subject to approval and availability of the facilities. **Please fill out this form as completely as possible, then turn in to Heather Goeden in the Parish Office.**

**Please note:** If you are going to collect any money, items, or host a fundraiser, the Finance Council will need to approve this form. They meet the third Tuesday of the month. Please be sure to allow enough time for the approval process.

## Event Details

Event Name: \_\_\_\_\_ Approx. Number Attending: \_\_\_\_\_

Type of Event (Hospitality, Fundraiser, etc.): \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Date: \_\_\_\_\_ Arrival/Set-Up Time: \_\_\_\_\_ AM/PM Actual Event Start Time: \_\_\_\_\_ AM/PM Building Vacated: \_\_\_\_\_ AM/PM

Date: \_\_\_\_\_ Arrival/Set-Up Time: \_\_\_\_\_ AM/PM Actual Event Start Time: \_\_\_\_\_ AM/PM Building Vacated: \_\_\_\_\_ AM/PM

Space(s) Requested:

- Gym/Hall
- Stage
- Kitchen
- Meeting Space for \_\_\_\_\_ People
- Parking Lot
- Other \_\_\_\_\_

Food will: (Food or cooking materials may **NOT** be left in refrigerators, cupboards, etc. at the conclusion of your event.)

NOT be present     be brought/catered in     be cooked on premises     need to be kept hot

If catered, who is catering and when will they arrive: \_\_\_\_\_

Beverages will (Please Choose All That Apply) **\*\*Alcohol may NOT be brought onto or consumed on premises.**

NOT be present     be brought/catered in     be the coffee/tea/water the parish provides

## Will you be collecting money or items at your event?

Contact Christine Jensen, Bookkeeper, with any questions about **this** section at christine@sttheresemke.org or (414) 771-2500 x4.

**If Yes, Fill out this section. If NO, skip.**

Sponsoring Group \_\_\_\_\_ Benefiting Group \_\_\_\_\_

What will be collected? \_\_\_\_\_

Specifically, to what purpose will the funds/items be put? \_\_\_\_\_

Does this event include a raffle, lottery or other game of chance?  Yes  No

*If yes, please contact the Bookkeeper immediately. Raffles are games of chance in which tickets are sold and a drawing for prizes is held. Special licenses from the State of Wisconsin are required in advance of the event. In addition, specific rules must be adhered to regarding the form of the tickets, form of advertising and general conduct of the event. Finally, certain records must be maintained and special financial reports must be filed with the State of Wisconsin. Failure to comply with the applicable rules and regulations puts the parish at risk.*

## Event Set-Up

If you need to do any preparation or set-up BEFORE the day of your event, please list the date(s) and time(s) you are requesting to do so:

Set-Up Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Please indicate what you need by circling the items below and writing the quantity you need to the right of the item. You can list additional items in "other." This information will help us ensure we have what you need on hand. **Set up a time in advance for Heather to show you the location of needed items. If you need training on the use of any of the equipment, please indicate that as well. You and/or your group is responsible for all set up and clean up.**

### Basic Set-Up Needs

Round Tables

Card Tables

Sign-in Table

Table for Handouts

Table for AV Equipment

Serving Tables

Chairs

### Hospitality Items

Table Cloths

Paper Place Mats

Hospitality Table

Coffee Pots

Hot Water for Tea

Water Pitchers

Coffee Carafes

Sugar/Sweetener

Stir Sticks

Serving Plates/Bowls/Platters

Serving Utensils

Dinner Plates (Paper/China)

Dessert Plates (Paper/China)

Bowls (Paper/China)

Hot Cups (Paper)

Coffee Mugs (China)

Cold Cups (Plastic)

Glasses

Forks/Knives/Spoons

Napkins

### Use of Kitchen Equipment

Refrigerator

Stove

Oven

Hot Plate

Slow Cookers

Nesco

Chafing Dishes

Sinks

Dishwasher(s)

### Audio Visual

TV

Projector

Screen

Laptop

Microphone

Electrical Cords

Surge Bars

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Information. Please be specific: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Event Promotion

We have a variety of ways to help you promote your event. Review the list below and submit your information to Heather Goeden, Director of Administrative Services, at [heather@sttheresemke.org](mailto:heather@sttheresemke.org) by the deadlines indicated. Reach out to her with any questions.

- **Publish this event on the Parish Calendar in the Bulletin and Online**
- **Publish an article about this event in the Bulletin**  
*The deadline is Monday morning at 8:30AM. Altered Bulletin deadlines are published in the bulletin.*
- **Submit a pulpit Announcement for the Lector to read**  
*The deadline is Thursday morning at 10:00AM.*
- **Submit a request for an eBoard Announcement**  
*The deadline is Thursday morning at 10:00AM. Include the images and text you'd like to include or submit a camera ready image that is 4128 pixels x 2322 pixels at 72 dpi.*
- **Submit a request for an Announcement on the Outdoor Sign**  
*This can be added at anytime. Please indicate wording (very short) and images (or ideas for images) you'd like to include as well as when you'd like the image to appear (start and end date).*
- **Submit a request for Facebook Posts**  
*We can post these at anytime. Please include the wording and any images (or ideas for images) you'd like to include as well as a post schedule.*
- **Submit a request for a member of your group or committee to make a pulpit announcement**  
*In order not to overload the liturgy, we must limit the number of announcements and the number of people who can give these announcements at mass. Also, there are times when liturgically, it is not possible to accommodate additional announcements. Request approval for a group member to make the announcement with the name of the person(s) no later than the beginning of the week prior. A copy of the text of the pulpit announcement is due to Heather Goeden on the Thursday before the weekend by 10:00AM.*
- **Submit a request to include a bulletin insert about your event**  
*If you'd like an insert in the bulletin, please check with Heather Goeden in the parish office to make sure there are no other inserts for the weekend you are requesting. Then, submit a copy of the insert at least three weeks prior to the weekend of publication for approval. If you need assistance creating and duplicating the insert, contact Heather at least three weeks in advance. You will need 150 copies for the Sunday Bulletin. Your Committee is also responsible for stuffing the bulletins.*

**Please note the following:**

1. **St. Therese is strictly a non-smoking environment. This applies to the buildings and the grounds.**
2. It is expected that the two people in charge of the activity for which the request has been made will arrive on the premises by the time indicated for set-up, and remain until the last member/attendee has vacated the premises.
3. Please immediately report any damage or breakage of property belonging to St. Therese Parish to Heather Goeden, Director of Administrative Services.
4. If a key is loaned to open the facility, please return it via the mailbox outside the lobby doors before departing the premises.
5. Please fill out the enclosed checklist, and return it to the parish via the mailbox outside the lobby doors before departing the premises.
6. Should the event be cancelled for any reason, it is the responsibility of one of the two contacts to notify the members/attendees.
7. Two Contacts from the Parish are required. Contacts are responsible for any set-up and take-down of the event.
8. If anyone inquires about more details for this event, the name and phone number of the First Contact will be given.

**Thank you for your cooperation and consideration.**

Group or Committee Name: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_

Main Contact Phone: \_\_\_\_\_ Main Contact Email: \_\_\_\_\_

Second Contact Name: \_\_\_\_\_

Second Contact Phone: \_\_\_\_\_ Second Contact Email: \_\_\_\_\_

Heather Goeden, Director of Administrative Services, will reach out to the First Contact Person to set up an orientation at least one week before the event. This orientation will include instruction about door locks, appliances, procedures, and event checklist. For your safety, insurance concerns, and general care for our parish, this orientation is necessary. Thank you for your consideration and cooperation. (A few minutes of preventive care can save the cost of accidents and mishaps.)

**For Office Use:**

**Approval:** Director of Administrative Services \_\_\_\_\_ Date \_\_\_\_\_

If fundraiser: Finance Council Chair \_\_\_\_\_ Date \_\_\_\_\_

Parish Administrator \_\_\_\_\_ Date \_\_\_\_\_

**Copies to:**  Bookkeeper (if fundraiser)

Please detach the following sheets (pages 4-6) and retain for your use and reference.



Group hosting event: \_\_\_\_\_ Date of event: \_\_\_\_\_

# St. Therese Parish Event Checklist

**Please detach this page and use it before and after the event so that the parish is properly cared for, and to ensure success. Please return it via the parish mailbox after the event. Thank you for your cooperation.**

## Before the event:

- Acquire a key from the Parish Office (if needed).
- Arrive before start time of event.
- Set-up tables, chairs, and any other equipment needed.
- Turn on lights and unlock doors for guests.
- Hang sign on glass lobby doors to direct people where to go (if applicable).

## After the event:

In the kitchen or kitchenette:

- Turn off stoves and convection oven (if using Heck Hall kitchen).
- Turn off gas main to cooktops and ovens (if using Heck Hall kitchen).
- Load dishwasher first. Then clean up areas as needed. If the wash/dry cycle is completed, make sure dishwasher is drained, then please put away cord/hoses, and dishes.
- If able, rinse any items to be recycled, then remove them to Waste Management carts by dumpster.
- Remove all other food and food materials from premises.
- Bundle garbage and move to outside dumpster.
- Place and secure a new garbage bag in every trash barrel.
- Place dirty cloths in the laundry basket in the kitchenette in church or near the washer and dryer in Heck Hall kitchen. Please DO NOT take home any cloths or linens unless prearranged with Heather Goeden.

In **ALL** areas used:

- Wipe tables, chairs, and counters, clean up all spills (mop, if necessary).
- Inspect and put away any equipment used according to diagram and photos (tables, chairs, etc).
- Pick up any large pieces of food and debris.
- Sweep and/or vacuum the floor.
- Check bathrooms for messes, and clean up if needed.
- Check all areas used to ensure they are vacated.
- Remove signs hung on glass lobby doors (if applicable).
- Turn off all lights, and lock all doors.
- Report any damage or incidents on the bottom of this form.
- Vacate premises by the time indicated on request form.
- Leave this signed checklist (and key, if applicable) in mailbox outside Lobby doors and**
- If fundraiser, fill out the next page and return it to the Finance Council.**

Signed,  
Main Contact: \_\_\_\_\_ Second Contact: \_\_\_\_\_

Comments: \_\_\_\_\_



# Report of Fundraising Event

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Please fill out this form as completely as possible. PLEASE PRINT CLEARLY

## TO BE SUBMITTED NO MORE THAN TWO WEEKS AFTER THE EVENT

Report Submitted by: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Purpose of Event (use to which funds will be put):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Bulletin article is submitted listing the totals of the income, expenses, and amount raised.

Please list date that you have requested the bulletin article to run: \_\_\_\_\_

### SUMMARY OF FUNDS

Total Revenues: \_\_\_\_\_

Direct Costs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Direct Costs: \_\_\_\_\_

Revenues Over Direct Costs: \_\_\_\_\_

Net Profit: \_\_\_\_\_

Report Distribution:  Finance Council  Parish Pastoral Council

# Where do I find...?

## A Guide For Those Hosting Hospitality in the Gathering Space in the Church

- Serving trays and utensils, coffee, sugar, filters, cups, plates, silverware, napkins, table cloths, trash bags, pitchers and carafes, plastic wrap, foil, etc. are located in or on the counter in the kitchenette. (*NOTE: Extra supplies may be found in H/H kitchen, however, whatever you bring up, you must take back down to H/H kitchen and store appropriately.*)
- Towels, cleaners, and dish soap to wipe down all tables, chairs and the metal cart (before putting them away) can be found under the kitchenette sink.
- The chair rack is located in the Bluemound Entrance Hallway. Please put all chairs back uniformly, following the existing pattern so that it is neat and orderly.
- Card tables are located just inside the door, to the left, in the Art & Environment room. (*The Art & Environment room is on the west side of the church, to the right of the family room.*) When you put the tables away, please put them all facing the same direction. To get in the room, use the general door key or if you do not have a set of keys, any usher can let you in.
- The long serving tables are located in the kitchenette, leaning against the wall on the left.
- Please put all dirty rags in the bin provided in kitchenette
- If there is a large amount of debris on the floor of the Gathering space or kitchenette there is a vacuum located in the usher room as well.

**If you are the last one in Church please make sure all interior doors and lights have been turned off and that the sacristy is secured upon leaving.**

**Please follow check off sheet for clean up that was attached to your event form and turn in via the Staff Mail box in the sacristy. Thank you!**