



St. Thomas More Church

Request for Activity/Event Form

Please provide the following information for any activity/event intended to be held at or promoted by St. Thomas More Parish. Attach additional information, if necessary. Return completed form to: St. Thomas More, 1040 Flexer Ave, Allentown, PA 18103: ATTENTION COLLEEN KERN.

Name of Event/Activity _____ Proposed Date(s) _____

Name of Parish Group/Ministry sponsoring _____

New Event? Recurring Event? Previously Held?

Brief Description of the Event

Purpose/Intended Goal(s) of the Event

Parish Resources Required:

Meeting space (size/number of people, time frame, location) _____

Parish Promotion: Bulletin Website Mailer Email

Staffing/Volunteers/Equipment _____

Other _____

How will this event be funded? _____

What charges will be associated with this event? _____

(For example, Admission Fees, Sale of Items, Donations, Raffle tickets...)

Where will the event proceeds (over expenses) go? _____

Other information that would be helpful for the Pastor to make a decision?

Thank You!

Please provide your contact information so we can easily follow-up with your request.
Thank you for your active involvement in the life of the Parish Community.

Name _____

Address _____

Email _____

Phone _____

Phone Number: Mobile Office? Home

Registered member of the parish? Yes No