

LITURGICAL CALENDAR REQUEST

PLEASE NOTE: WE ARE LIMITED TO ONE EVENT PER WEEKEND. RESERVATIONS ARE ON A FIRST COME, FIRST SERVED BASIS AND ARE SUBJECT TO APPROVAL. Your concept proposal must be received by the designated SMM staff member or lay oversight committee **at least 6 weeks before the intended liturgical event or presentation.** Please return this form to Mark Ayers in the Liturgy Office (MAyers@StMaryMagdalen.org or 407.831.1212 x253).

Liturgical Event requested: _____

Date(s) of event: _____

Contact & Phone/E-mail: _____

WHAT TYPE OF EVENT ARE YOU REQUESTING:

- Ritual _____
- Blessing _____
- Slideshow/Presentation (Please provide copy of presentation to the Pastoral Associate (Lois) 2 weeks prior to the presentation. She will forward it to the Technical Support Ministry. Permission for using any copyrighted material must be secured before submitting it for review. Please present written permissions at the same time as submitting the presentation for review) _____
What type of media/program will be used (MS PowerPoint, VHS, DVD) _____
Version of software (if using MS PowerPoint) _____
- Announcement after Communion (Please provide copy of talk to the Pastoral Associate 5 days prior to the weekend – the Tuesday before the weekend.)
- Other: _____

WHEN WILL THE LITURGICAL EVENT TAKE PLACE: (EFFECTIVE JULY 1, 2008: POWERPOINT OR OTHER TYPES OF PRESENTATION (I.E., WITNESS TALK) LONGER THAN 2 MINUTES WILL BE RESERVED FOR VIEWING/PRESENTATION BEFORE OR AFTER MASS AT THE DISCRETION OF THE PASTOR OR HIS DELEGATE.)

- Before Mass After the homily After Communion After Mass
- Other: _____

PLEASE MARK THE MASSES IN WHICH THE LITURGICAL EVENT WILL TAKE PLACE:

- Weekend Liturgies:
 - Saturday: 5PM 7PM
 - Sunday: 8AM 10 AM 12NOON 6PM
- Weekday Liturgies:
 - Monday Tuesday Wednesday Thursday Friday Saturday
 - 7AM 8:30AM 7PM (Thursday only)
- Other: _____

WHO NEEDS TO BE INVOLVED (DESCRIBE HOW THEY WILL BE INVOLVED):

- Music Ministry _____
- Presider _____
- Homilist _____
- Pastor _____
- Technical Support Ministry _____
- Sacristan _____
- PowerPoint Scribes _____
- Other: _____

(over, please)

HOW CRITICAL IS IT TO HAVE THIS EVENT ON THIS DATE (IN THE EVENT THAT OTHER ITEMS ARE ALREADY SCHEDULED)

- I can reschedule on another date, this is the most convenient date for my ministry.
- It's immovable. Explain why:

Special Instructions:

Respectfully submitted by:

Friendly reminder: Remember to meet the deadline for this request – no later than 6 weeks prior to the event or presentation. Spaces fill-up fast!

For Office Use Only:

Approved by Mark Ayers/Liturgy Office: Approved Not Approved

Signature Date

Date in which event is assigned: _____

Content approved by Pastoral Associate: Approved Not Approved

Signature Date

Technical Support Ministry Notified Yes No

Liturgy Office initial Date

Date in which TSM was notified: _____

Date in which applying ministry was notified of status: _____

Who was notification sent to: _____

Sent by:

Liturgy Office initial Date