**Date submitted:**

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| --- | --- |
| **Ministry** |  |
| **Event/Activity** |  |
| **Event Chair-**  **name, contact information** |  |
| **Date** |  |
| **Time** |  |
| **Location** |  |
| **Goals** |  |
| **Description** |  |
| **Publicity** |  |
| **Parishioner Involvement** |  |
| **Parish Staff Involvement** |  |
| **Other Ministry Involvement** |  |
| **Estimated Attendance** |  |
| **Liability** |  |
| **Estimated Cost** |  |