



Catholic Diocese of Peoria

Bishop's Special Event Request Form

Contact Person's Name: _____

Contact Person's Email: _____

Contact Person's Phone: _____

Sponsoring Parish/Institution: _____

Street Address: _____

City, State, Zip Code _____

Special Event Details

Location: Please note for using the Spalding Pastoral Center, it is the responsibility of the coordinator of the event's responsibility to contact Andrew Hagemann or Julie Small at the Diocese to secure the building.

Name of Event: _____

Date of Event: _____ Time of Event: _____

Location: Parish/Institution Cathedral Spalding Pastoral Center

Description of Event: _____

Is there a reception: _____

What special information should the Bishop have? If you expect Bishop Lou to speak please provide the details of what you wish him to talk about.

Is there Mass at this event: _____

Is anything scheduled before/after the event: _____

Will there be a meal provided:
If yes, please provide the time and location for the meal. _____

Signature of Person Responsible for Request
Pastor/Administrator/Chaplain/Principal/Department Head

Date