

DIOCESE OF SAN BERNARDINO EPISCOPAL CALENDAR REQUEST

For office use

Requesting parish,
school, organization:

Event:

Event
date:

Location:

Event
start time:

Description
of event:

Event
end time:

If the requested event is to be held at a parish, the approval of the pastor, administrator, or pastoral coordinator is required:

Approved: Pastor / Administrator / Pastoral Coordinator:

Has the Emergency Operations Collaborative Director
approved the event safety and security plan? Yes
 No

EOC Phone:
(909) 475-5441

Contact
person:

Address:

Email:

City:

State:

Zip:

Phone: ()

Bishop is requested to do the following:

Bishop's start time:

Mass

Homily

Presentation of awards

Mass time: _____

Lunch

Dinner

Attendance only

Invocation* _____

Blessing before meals

Other: _____

Brief remarks* _____

Blessing of: _____

Keynote address* _____

***For these items, please complete this section:**

Theme or topic of event: _____

Expected length of talk:

English

Spanish

Bilingual

Audience (teens,
religious, retired, etc.):

Group
size: _____

Additional
information: _____

Completing and returning this form is **not** a confirmation that Bishop is available and has calendared this event. A letter from the Office of the Bishop will be sent to confirm the availability of our Bishop or his delegate.
This form may be faxed to (909) 474-4902 or emailed to rherbst@sbdioocese.org.
For Masses, once confirmed, an Episcopal Liturgy Planning form must also be completed.

Contact for external events:

Rich Herbst, Episcopal Master of Ceremonies and Special Assistant to the Bishop
1201 E. Highland Avenue, San Bernardino, CA 92404