

DIOCESE OF SAN BERNARDINO EPISCOPAL CALENDAR REQUEST

Request for:



Bp. Barnes

and

or



Bp. del Riego

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: _____

Contact person: Mr. Dr. Rev.
 Mrs. Ms. Sr.

Address:

Email:

City:

State:

Zip:

Phone: ()

Bishop is requested to do the following:

Bishop's start time:

 Mass

 Homily

Mass time: _____

 Presentation of awards

 Lunch

 Dinner

 Invocation*

 Attendance only

 Blessing before meals

 Brief remarks*

 Other: _____

 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 a Bishop is available and has calendared this event.
A letter from the Office of the Bishop will be sent to confirm the event.
This form may be faxed to **(909) 474-4902** or emailed to **rherbst@sbdiocese.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
Telephone: (909) 475-5124 ♦ Fax: (909) 474-4902 ♦ Email: rherbst@sbdiocese.org