**Diocese of San Bernardino**  
**Episcopal Calendar Request**

<table>
<thead>
<tr>
<th>Requesting parish, school, organization:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event:</td>
</tr>
<tr>
<td>Location:</td>
</tr>
<tr>
<td>Description of event:</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Approved:</th>
<th>Pastor / Administrator / Pastoral Coordinator:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has the Emergency Operations Collaborative Director approved the event safety and security plan?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Contact person:

<table>
<thead>
<tr>
<th>Address:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
</tbody>
</table>

Bishop is requested to do the following:

- [ ] Mass
- [ ] Homily
- [ ] Presentation of awards
- [ ] Mass time:
- [ ] Lunch
- [ ] Dinner
- [ ] Attendance only
- [ ] Invocation* 
- [ ] Blessing before meals
- [ ] Other: 
- [ ] Brief remarks* 
- [ ] Keynote address* 

*For these items, please complete this section:

**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@sbdiocease.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@sbdiocease.org

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