

SCHEDULED EVENT

(OTHER THAN A LITURGY)

FOR THE MOST REVEREND JOHN C. WESTER, ARCHBISHOP OF SANTA FE

Please print or type clearly, and fax to 505-831-8101 or send electronically to mamascarenas@archdiosf.org

If agenda changes, please contact the Archbishop's office immediately at 505-831-8120

DATE OF EVENT (INCLUDE DAY OF WEEK): _____

EVENT NAME: _____

ADDRESS OF EVENT (INCLUDE STREET ADDRESS, CITY AND ZIP CODE): _____

SPONSORED BY (NAME OF PARISH/INSTITUTION/GROUP): _____

NAME OF CONTACT PERSON: _____

OFFICE/HOME PHONE: _____ MOBILE PHONE: _____

SETUP TIME: _____

EVENT TO BEGIN AT: _____

ARCHBISHOP EXPECTED AT (TIME): _____

ESTIMATED ENDING TIME: _____

EXPECTATIONS OF ARCHBISHOP WESTER: _____

SIGNIFICANT PEOPLE ATTENDING: _____

MEAL BEFOREHAND? _____ RECEPTION TO FOLLOW? _____ MEAL TO FOLLOW? _____

PARKING INSTRUCTIONS: _____

**PLEASE INCLUDE A COPY OF THE AGENDA /PROGRAM WHEN RETURNING THIS FORM.
CALL THE ARCHBISHOP'S OFFICE AT LEAST 2 - 3 DAYS PRIOR TO THE EVENT TO VERIFY DETAILS.**

Form Completed by: _____ Phone (include mobile): _____

Date (please return at least 10 days before event): _____

Updated 12/01/2020