

# LITURGICAL CALENDAR REQUEST

**PLEASE NOTE: WE ARE LIMITED TO ONE EVENT PER WEEKEND. RESERVATIONS ARE ON A FIRST COME, FIRST SERVED BASIS AND ARE SUBJECT TO APPROVAL.** Your concept proposal must be received by the designated SMM staff member or lay oversight committee **at least 6 weeks before the intended liturgical event or presentation.** Please return this form to Mark Ayers in the Liturgy Office (MAyers@StMaryMagdalen.org or 407.265.2310).

Liturgical Event requested: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Contact & Phone/E-mail: \_\_\_\_\_

## WHAT TYPE OF EVENT ARE YOU REQUESTING?

- Ritual \_\_\_\_\_
- Blessing \_\_\_\_\_
- Slideshow/Presentation/Ministry in a Minute
- Permission to solicit must be pre-approved by Lois Locey (temporal) or Melissa Findley (discipleship)
  - After staff liaison approves video, please provide final copy of presentation to Lois Locey 2 weeks prior to the presentation. She will forward it to the Technical Support Ministry.
  - If creating own Video/PowerPoint featuring small groups or individuals, which would be seen in tight frame (from a camera lens perspective), diocese requires releases from the individuals or legal guardian for those under the age of 18 prior to post-editing, broadcast or posting. *Parents/guardians must sign permission slips each year for the use of video where children are present.*
    - Present completed Diocesan image release forms at the same time as submitting the presentation for review.
  - Permission for using any copyrighted material must be secured **before** submitting it for review.
    - Present written permissions at the same time as submitting the presentation for review.
  - What type of media/program will be used (MS PowerPoint, VHS, DVD) \_\_\_\_\_
  - Version of software (if using MS PowerPoint) \_\_\_\_\_
  - Ministry in a Minute videos: One video permitted per month and must be displayed before Mass begins.
- Announcement after Communion
- Please provide copy of talk to Lois Locey 5 days prior to the weekend – Tuesday before the weekend.
- Other: \_\_\_\_\_

## WHEN WILL THE LITURGICAL EVENT TAKE PLACE:

EFFECTIVE JULY 1, 2008: POWERPOINT OR OTHER TYPES OF PRESENTATION (I.E., WITNESS TALK) LONGER THAN 2 MINUTES WILL BE RESERVED FOR VIEWING/PRESENTATION BEFORE OR AFTER MASS AT THE DISCRETION OF THE PASTOR OR HIS DELEGATE.

- Before Mass       After the Homily       After Communion       After Mass
- Other: \_\_\_\_\_

## PLEASE MARK THE MASSES IN WHICH THE LITURGICAL EVENT WILL TAKE PLACE:

- Weekend Liturgies:
- Saturday:     5PM             7PM
- Sunday:       8AM             10 AM     12NOON     5:30PM
- Weekday Liturgies:
- Monday     Tuesday     Wednesday     Thursday     Friday     Saturday
- 7AM         8:30AM     7PM (Thursday only)
- Other: \_\_\_\_\_

WHO NEEDS TO BE INVOLVED (DESCRIBE HOW THEY WILL BE INVOLVED):

- Pastor \_\_\_\_\_
- Presider \_\_\_\_\_
- Homilist \_\_\_\_\_
- Sacristan \_\_\_\_\_
- Music Ministry \_\_\_\_\_
- PowerPoint Scribes \_\_\_\_\_
- Technical Support Ministry \_\_\_\_\_
- Other: \_\_\_\_\_

HOW CRITICAL IS IT TO HAVE THIS EVENT ON THIS DATE (IN THE EVENT THAT OTHER ITEMS ARE ALREADY SCHEDULED)

- I can reschedule on another date, this is the most convenient date for my ministry.
- It's immovable. Explain why: \_\_\_\_\_

Special Instructions:

Respectfully submitted by:

*Signature/Date:* \_\_\_\_\_

**FRIENDLY REMINDER:**

Deadline for this request – **no later** than 6 weeks prior to the event or presentation. Spaces fill-up fast!



**FOR OFFICE USE ONLY:**

Approved by Liturgy Office:  Approved /  Not Approved    Assignment Date: \_\_\_\_\_

*Signature/Date:* \_\_\_\_\_

Content approved by Lois Locey:  Approved /  Not Approved

*Signature/Date:* \_\_\_\_\_

Permission to solicit for discipleship approved by Melissa Findley:  Yes /  No

*Signature/Date:* \_\_\_\_\_

Technical Support Ministry Notified:  Yes /  No                      Notification Date: \_\_\_\_\_

*Liturgy Office Initial/Date:* \_\_\_\_\_

Applying ministry status notification date: \_\_\_\_\_

Ministry Notification sent to: \_\_\_\_\_

*Liturgy Office Initial sent by /date:* \_\_\_\_\_