



SAINT MARY
MAGDALENE
ROMAN CATHOLIC CHURCH
8540 Weirick Rd. Corona, CA 92883

PARISH EVENT REQUEST FORM (PERF) PROCEDURES

This is a guide to complete and submit the PERF.

This form will be available in the parish office or on our website on the FORMS page.

Please **DO NOT** make any plans for your event before your event has been approved. If your event requires financial support, an event budget must be attached with the form.

All forms must be submitted a **minimum of 30 days in advance** of the requested event.

Please consult the parish scheduler to see what dates, time and rooms are available for your requested event.

Complete the form completely – all of the requested information is required.

- Please be as specific as possible with your information.
- Incomplete forms will delay a response and approval of your requested event.

Submit your form to the parish office via email to lortega@smmcorona.org, in person.

HELPFUL INFO:

SMM WEBSITE – smmcorona.org

PERF - <https://smmcorona.net/forms/>

SMM Scheduler - <https://smmcorona.net/smm-scheduler/>

PARISH SECRETARY – Laura Ortega, 951.277.1801 ext 402 / lortega@smmcorona.org

PARISH OFFICE HOURS – 9am – 4pm, Monday – Friday



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Parish Event Request Form

THIS FORM MUST BE SUBMITTED A MINIMUM OF 30 DAYS PRIOR TO REQUESTED EVENT.

Today's Date: _____

Event Date: _____

Submitted By:

Name: _____

Ministry/Group: _____

Phone: _____

Email: _____

Event Leader: _____

Event Name: _____

Facility Requested: _____

Hours of Event: _____

Set up/Clean up: _____

Purpose: _____

Cost/Budget: _____

Funded By: _____

How will you promote and attract: _____

Permits Needed/Obtained: City County Diocese ABC Catholic Mutual

Event Speaker: _____ **Speaker Stipend:** _____

Additional Remarks:

Office Use:

Approved Speaker: Yes No

SMM

SBD

SAGE

Approved by Pastor: _____

Date/Time Received: _____

Date Accepted/Declined: _____

Summary Report Needed: Yes No