

Thank you for taking the time to complete this sheet. The information you provide helps us to publicize your event in a strategic manner.

Name of Event

Please complete the following steps at least one month prior to your event:

STEP 1 Event approved
by whom?

STEP 2 Scheduled the event on the CCWauk calendar

Sponsored by (check one):

Prayer & Worship

Formation

School

Stewardship

Hispanic

Human Concerns/Outreach

Other:

Type of Event:

Service

Formation

Fundraiser

Prayer & Worship

Other:

Parish:

St. William

St. Joseph

St. Mary

St. John Neumann

Contact Name, phone and email:

Date of Event:

Location of Event:

Start and End time of Event:

Cost of admission:

Audience (who is it for?):

Describe the activity:

Number of responses to consider the event a success:

What is the hoped for experience of someone attending the event?

Please return to the Communication Office
communication@ccwauk.org

or

Vercelli House Communication Department
440 N Moreland Blvd
Waukesha, WI 53188

Additional information: