

SCHEDULED EVENT

(OTHER THAN A LITURGY)

FOR THE MOST REVEREND OSCAR A. SOLIS, BISHOP OF SALT LAKE CITY

Please print or type clearly, and send electronically to Marilyn Acosta at marilyn.acosta@dioslc.org

Please include a copy of your agenda with this form – if available

If agenda changes, please contact the bishop's office immediately at 801.328.8641, Ext. 304

DATE OF EVENT (INCLUDE DAY OF WEEK): _____

EVENT NAME: _____

NOTES (INFO) _____

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: _____

BISHOP EXPECTED AT (TIME): _____

ESTIMATED ENDING TIME: _____

EXPECTATIONS OF BISHOP SOLIS: _____

SIGNIFICANT PEOPLE ATTENDING: _____

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

ANY ADDITIONAL INFORMATION: _____

PARKING INSTRUCTIONS: _____

**PLEASE INCLUDE A COPY OF THE AGENDA /PROGRAM WHEN RETURNING THIS FORM.
CALL THE BISHOP'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): _____