



St. John XXIII Event Registration Form Instructions

Field-by-Field Detail

About the Event Registration form

The *Event Registration Form* is designed to capture relevant information prior to requests for reserved space being added to the parish calendar. This calendar serves as the official point of reference for allocating facility space, time, and resources while ensuring efficient and timely preparations occur. The goal is to ensure every user's experience is positive, spiritual and enriching!

When is the form required?

A completed and approved form is required prior to requests being added to the parish calendar.

What space needs to be reserved?

This is a campus-wide form for reserving space in the following areas:

- Parish Life Center
 - Main hall
 - Flex rooms
 - Classrooms
- Main Church Building
 - Narthex
 - Nave/Sanctuary
 - Our Lady of the Rosary Chapel
- Outdoors
 - Main courtyard
 - Outdoor stage
 - St. Patrick's patio
 - Memorial garden
 - Parking lots

Please note that St. Luke Adoration Chapel serves the sole purpose of allowing adorers to spend time with Christ, Our Lord, and cannot be reserved under any circumstances.

Field-by-Field Explanations

Following are field-by-field explanations and actions required to complete the *St. John XXIII Event Registration Form*. Each field will require one of the following actions:

- **ENTER** represents a free-form field that any information can be typed into
- **SELECT from DROPDOWN** indicates a defined list of options are available via a dropdown list and one choice can be chosen
- **SELECT CHECKBOX(ES)** indicates multiple choices can be chosen.

Please note: Each DATE field also includes a dropdown calendar for quick reference.



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FIELDS

A sample registration form with corresponding field numbers follows these instructions.

(1) to (4) Event Requested By

ENTER name, phone number and email address for the person completing this form on behalf of a ministry, organization, or other users wishing to reserve space in the PLC, main church building, or outdoor space. ENTER date.

(5) Ministry, Organization, or User Name(s)

ENTER name of the parish ministry, Catholic-based organizations such as Knights of Columbus, Faith & Ale, Faith & Wine, or family name for funerals or other approved uses.

(6) Event Type:

Knowing the event type assists with set-up and other logistics. SELECT from DROPDOWN which includes:

- *Ministry meeting / event* – Primarily for parish-based ministries, many of which meet on a regular schedule
- *Education/training/workshop* – Interactive instructional sessions which may be individual or team-based
- *Hospitality* – Parish hosted events typically with beverages and light food or snacks
- *Seminar/conference/speaker* – Informative presentations with limited interaction
- *Funeral reception* – Mourning the departed while celebrating their life
- *Concert* – Typically using either the indoor or outdoor stage
- *Celebration* – Larger parish events recognizing key moments or dates or expressing gratitude to parishioners or staff
- *Fundraiser* – Raising funds for specific causes
- *Diocesan event* – The Diocese of Venice utilizing PLC space
- *OTHER (explain in comments)* – This option is further detailed in the next field, #7

(7) Comment

ENTER a description of the “OTHER” event type from field #6 or any other relevant comment.

(8) Start Date

ENTER the requested event date.



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(9) End Date

ENTER the ending date for this event. For single day events this will be same as start date. For recurring sessions, such as weekly ministry meetings, enter an end date that is no greater than six months into the future at which time this form requires review and updating if necessary.

(10) Frequency

SELECT for DROPDOWN how often the space is being reserved. Options include:

- Once: one-time events
- Daily: sequential days
- Weekly: same day/time each week
- Bi-weekly: same day/time every other week
- Monthly: same day/time each month
- Other

Please note: if "Other" is selected enter frequency in "Comment" field #7.

(11) Start Time

ENTER event start time using the HH:MM format and identify if AM or PM. Early access for set-up or other purposes can be requested later on the form.

(12) End Time

ENTER event end time using the HH:MM format and identify if AM or PM.

(13) # Attending

ENTER the approximate number of participants. This allows for adequate seating to be arranged.

(14) to (16) Primary Contact (if different than above)

ENTER the name, phone number and email address for the event's primary contact if that person is not the one completing this form.

(17) to (19) Secondary Contact (if applicable)

Larger events or ministries may have co-leaders, etc. If so, ENTER their name, phone number and email address

(20) Requested Area(s)

SELECT CHECKBOX(ES) for the specific areas being reserved. Multiple selections may be made. There are three columns of reservable areas including:

- *Primary Areas*
 - Main hall: The large hall in the PLC
 - Main courtyard: The outdoor area between the steeple and the PLC



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- Indoor stage: In the PLC main hall. Select this option if access to the stage is being requested
- Outdoor stage: Overlooking the main courtyard.
- St. Patrick's patio: The outdoor courtyard area adjacent to Our Lady of the Rosary chapel and immediately outside the narthex doors
- Memorial garden: Reverent burial site location for solemn and respectful events
- Narthex: Church lobby
- Nave/Sanctuary: Inside main church
- Chapel: Our Lady of The Rosary Chapel
- Parking lot: For events being held in the church parking lots
- *Flex Rooms*
 - This space can be configured in multiple ways as 1, 2, 3 or 4 rooms individually or combined. Refer to facility layout for specific locations.
- *Classrooms*
 - There are five classrooms primarily intended for youth ministries and their spiritual education. Two of the five rooms (St. Susanna & St. Joanna) are configured with small furnishings and the other three may be available for adult ministries.

(21) Tables

SELECT CHECKBOX(ES) for the required type(s) of tables including:

- Round 60-inch: These tables can comfortably accommodate eight for meetings and six if food is being served. The smaller size of this table is better for events where participants will be actively interacting with each other.
- Round 72-inch: These tables can comfortably accommodate ten for meetings and eight if food is being served.
- Rectangle: Various lengths are available and will be configured to best need user needs.
- Registration: For events where participants will be asked to check-in.
- Buffett: For events with larger quantities of food being served.
- Head: For honored guests, panel-discussions, or similar events.
- Materials/display: For events where items are displayed for participants.

Please note: There are limited amounts of tables and chairs available. For events exceeding available inventory it is the user's responsibility to rent additional items.



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(22) Layout

SELECT CHECKBOX for the required layout of the tables and seating

- Classroom: Tables and chairs arranged in a presenter/participant layout using either round or rectangular tables
- U-shaped: Rectangular tables arranged for presenter/participant events, meetings, or group discussions
- Box-shaped: Rectangular tables arranged in a square for meetings or group discussions
- Banquet/hospitality: Round tables arranged for events with presenters or when food is being served.
- Auditorium: This chairs-only arrangement is useful for large audiences with a presenter.

(23) Other:

SELECT CHECKBOX(ES) for the following options:

- Podium
- Flipchart
- Portable partitions: Movable walls for further dividing space. These are also to be used if items such as flipchart sheets are to be pinned or taped to walls.

Note: Whiteboards are embedded in flex room walls.

(24) Room Set-up By

ENTER the name of the person(s) responsible for setting up and configuring tables and chairs.

(25) Comments

ENTER comments related to the "Requested Area(s) portion of the form.

(26) A/V Types

SELECT from DROPDOWN any audio or visual needs. This includes:

- Video
- Audio
- Video and audio

(27) Mic

SELECT from DROPDOWN the type of microphone(s) required. This includes:

- Lapel
- Handheld
- Both lapel and handheld



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(28) Screens

The PLC is configured with multiple screens. SELECT CHECKBOX(ES) for the following options:

- Stage: Large screen above stage
- Lobby: Wall-mounted TV monitor near main entrance
- Flex 1: Wall-mounted TV monitor located in the St. Martha area of the flex rooms
- Flex 4: Wall-mounted TV monitor located in the St. Michael area of the flex rooms

(29) Devices

SELECT CHECKBOX(ES) for the types of devices that will be connected to the audio/visual system. This includes:

- PC: Personal computer
- DVD: For playing video discs
- Smart device: Tablet or smartphone for playing video or audio content
- Internet: If access is required for accessing online audio or video content.

(30) By: Pre-event

ENTER name of the person responsible for ensuring A/V set-up occurs.

(31) By: Post-event

ENTER name of the person responsible for ensuring A/V systems and devices are properly shutdown and securely stored

(32) Comments

ENTER any A/V related comments

EARLY Access / Set-up

If the event requires early access for set-up or preparation complete fields 33-42. Early access may be limited or restricted depending on other events occurring at the time.

(33) Date

ENTER date of early access

(34) Time

ENTER requested access time using the HH:MM format and identify if AM or PM



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(35) to (37) Primary responsibility

ENTER name, email address, and phone number for the primary person responsible during the early access.

(38) Disarm System

SELECT CHECKBOX identifying if the building security system will require disarming. Also, SELECT from DROPDOWN which door will be used to access alarm panel. There are three in the PLC and one in the narthex.

- Main Door: This panel is the default choice for the PLC as it is the main entrance.
- Breezeway: This panel is nearest the parish office building (*Staff use only*)
- Classrooms: This panel is at the classroom end of the PLC (*Staff use only*)
- Narthex: This panel is in the main church building

(39) By

ENTER name of the person responsible for disarming the security system

(40) Activate Alarm (Main PLC door only)

SELECT CHECKBOX if the user will be responsible for activating security system upon completion of the event.

Please note: as indicated on the registration form only the MAIN entrance is to be used for activating the system, after ensuring facility is vacant, to minimize false alarms.

(41) By

ENTER name of person responsible for activating security system.

(42) Comments

ENTER any comments related to the EARLY Access/Set-up portion of the registration form.

DAY of EVENT

Fields 43-50 are specific to the day of the event.

(43) Disarm System

SELECT CHECKBOX identifying whether the building security system will require disarming.

Also, SELECT from DROPDOWN which door will be used to access alarm panel. There are three in the PLC and one in the narthex.

- Main Door: This panel is the default choice for the PLC as it is the main entrance.
- Breezeway: This panel is nearest the parish office building (*Staff use only*)
- Classrooms: This panel is at the classroom end of the PLC (*Staff use only*)
- Narthex: This panel is in the main church building



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(44) By

ENTER name of person responsible for disarming security system

(45) Entrance(s)

SELECT CHECKBOX(ES) indicating entrances to be unlocked and available for participants attending the event. This includes to following doors:

- Main: Primary PLC entrance
- Breezeway: Door nearest parish offices
- Classroom: Door nearest classrooms
- Stage Left: If standing on indoor stage and looking into main hall, door to the left entering main courtyard area
- Stage Right: If standing on indoor stage and looking into main hall, door to the right entering main courtyard area
- Narthex: Primary church door
- Chapel: Door under steeple entering Our Lady of the Rosary Chapel

(46) Secure Facility

SELECT CHECKBOX if user is to ensure everyone has vacated the facility.

(47) Secure By

ENTER name of person responsible for ensuring facility is vacant.

(48) Activate Alarm (Main door only)

SELECT CHECKBOX if the user will be responsible for activating security system upon completion of the event.

Please note: as indicated on the registration form only the MAIN entrance is to be used for activating the system, after ensuring facility is vacant, to minimize false alarms.

(49) If YES by

ENTER name of person responsible for activating security system.

OTHER REQUIREMENTS

Fields 51-56 address potential requirements depending on the type or size of event or user organization. Some of these are parish specific and others are requirements of the Diocese of Venice.

Parish-sponsored ministries and events held on St. John XXIII property do not require contracts or certificates of insurance. Examples include Women's Guild, Men's Gospel Forum, religious education, youth groups, adult faith education, bereavement, etc. Non-parish-sponsored groups include those organized as separate non-profits or under the



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auspices of other organizations. Examples include Knights of Columbus, Faith & Ale, Faith & Wine, etc.

Each item will be reviewed on a case-by-case basis, except those required by the Diocese of Venice, and determined at the discretion of the parish Business Manager and/or PLC Coordinator.

Each item has a CHECKBOX to indicate:

- If the item is **REQUIRED**
- If supporting payments or documentation are on file with the Business Manager or PLC Coordinator. When payments are required for use of PLC facilities enter amount in the appropriate column.

Please Note: Items 51-56, if required, must be received a minimum of one week prior to event

(50) Facility use donation/fee

Some events or users may be asked to donate or pay a fee for use of the PLC.

(51) Security deposit

Some events or users may be required to pay a security deposit prior to reserving space.

(52) Security personnel

Depending on type or size of event the hiring of sheriff's deputies may be required.

(53) Additional insurance

Any time a *Non-Exclusive Space Usage Agreement and License* is required proof of liability insurance must be on file with the Business Manager and/or PLC Coordinator.

(54) Liquor license

Any time alcohol is being served, whether complimentary or for a fee, a Lee County issued liquor license is required.

(55) Non-exclusive space usage agreement

Required for any non-parish-sponsored event.

(56) Speaker vetting by Diocese of Venice

Those speaking to groups at events may require vetting and approval by the Diocese of Venice. The PLC Coordinator or Business Manager will provide guidance regarding this requirement.



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FOOD & BEVERAGE

This section is to be completed any time beverages and/or food are to be provided.

(57) Please note

Not a field to be completed but a reminder that paper goods on-hand are for parish ministry use only. All other users are to provide their own.

(58) Location

SELECT CHECKBOX(ES) identifying where food and beverages will be prepared and available to participants. Areas include:

- Flex room kitchenette: Located between PLC lobby and the first flex room (St. Martha)
- Main kitchen: PLC kitchen area which requires an authorized user to be present.
- Main hall: PLC area for hospitality, banquets, groups.
- Narthex: Church lobby
- Outdoors: Any outdoor area identified in field #20.
- Chapel: Our Lady of the Rosary chapel when space is available at rear.

(59) Beverages

SELECT CHECKBOX(ES) indicating beverages to be served

- Coffee
- Hot tea
- Juice
- Soda
- Milk
- Iced tea
- Beer – Liquor license required
- Wine – Liquor license required
- Mixed drinks – Liquor license required
- Water
- Ice

(60) Beverage comments

ENTER comments related to the beverages being served



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(61) Food provided

Identify the source if food is to be served and SELECT from DROPDOWN:

- Parish
- Providing own
- Restaurant: Local restaurants or carry-out
- Catered: Large or special events with full-service

(62) Kitchen required for

If access to the main kitchen is required for the event, SELECT from DROPDOWN how it is to be used:

- Serving only
- Warming & serving
- Cooking & serving

(63) Delivered by

If food is being delivered ENTER name of person or restaurant bringing the food.

(64) Delivery time

ENTER expected delivery time using the HH:MM format and noting AM or PM.

(65) Authorized kitchen user

ENTER name of trained and authorized person responsible for the safe and sanitary operation of equipment while ensuring kitchen policies and procedures are enforced.

(66) Menu items

ENTER a brief list of items to be served. This will assist with ensuring appropriate bowls, plates, flatware, paper goods, etc. are available.

(67) Comments

ENTER additional comments related to food being provided

Clean -Up: Kitchen areas, dishes, decorations, trash removal, etc.

It is every user groups responsibility to ensure clean-up occurs.

(68) Primary responsibility

ENTER name of person responsible for ensuring clean-up occurs, dishes are properly washed and sanitized, decorations or signs removed, and trash is taken to the appropriate location.

(69) Comments

ENTER any comments related to clean-up activities



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Marketing

The following are reminders for users to contact and schedule time with the parish bulletin editor if they wish to promote activities or events. Marketing opportunities include:

(70) Narthex

SELECT from DROPDOWN from these options:

- Video monitors: Promote event on the multiple displays
- Table: For information or registration purposes
- Video monitors & Table: Select if both methods are preferred

(71) Additional marketing options

SELECT CHECKBOX(ES) for:

- Bulletin: For advertising event
- Parish App: For broadcasting event information to parishioners who have downloaded the myParish app.
- Facebook: Communicating event via social media

(72) Comments

ENTER event marketing comments

PLC User Approval

Once the registration form has been reviewed and completed, the requester is to acknowledge its accuracy.

(73) I agree the above is accurate

This field is for requester's signature.

(74) Date

ENTER date requester completed registration form

(75) Type name

ENTER name of requester

(76) Treat Our PLC with TLC

SELECT "Yes" or "No" signifying requestor reviewed and acknowledged receipt of these policies

Administrative

This section is for authorized parish staff to acknowledge receipt of registration form and approve.



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(77) Date received

ENTER date form received

(78) Received by

ENTER name of authorized parish staff member receiving form

(79) Business Manager Comments

ENTER any comments into this field

(80) Date approved by PLC Coordinator

ENTER date PLC Coordinator approves form. This indicates required information has been received and the event can be added to the parish calendar confirming the requested space(s) and time(s) were available.

(81) Date on parish calendar

ENTER date approved event was added to the parish calendar

(82) Comments

ENTER PLC Coordinator or Business Manager comments.



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EVENT REQUESTED BY

Name: 1	Date: 2
Email: 3	Phone: 4

EVENT INFORMATION

Ministry, Organization, or User Name(s): 5		
Event Type: 6	Comment: 7	
Start Date: 8	End Date: 9	Frequency: 10
Start Time: 11	End Time: 12	# Attending: 13
Primary Contact (if different than above)		Secondary Contact (if applicable)
Name: 14	Name: 17	
Phone: 15	Phone: 18	
Email: 16	Email: 19	

Requested Area(s) 20			
<input type="checkbox"/> Main Hall	<input type="checkbox"/> Main Courtyard	<input type="checkbox"/> St. Martha (F1)	<input type="checkbox"/> St. Therese of Lisieux (C1)
<input type="checkbox"/> Indoor Stage	<input type="checkbox"/> Outdoor Stage	<input type="checkbox"/> St. Mary (F2)	<input type="checkbox"/> St. Elizabeth Seton (C2)
<input type="checkbox"/> St. Patrick's Patio	<input type="checkbox"/> Memorial Garden	<input type="checkbox"/> St. Bernadette (F3)	<input type="checkbox"/> St. Christina (C3)
<input type="checkbox"/> Narthex	<input type="checkbox"/> Nave/Sanctuary	<input type="checkbox"/> St. Michael (F4)	<input type="checkbox"/> St. Susanna (C4) <i>Small furniture</i>
<input type="checkbox"/> Chapel	<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Individual <input type="checkbox"/> Combined	<input type="checkbox"/> St. Joanna (C5) <i>Small furniture</i>

21 **Tables:** Round 60" (6-8 seats) Round 72" (8-10 seats) Rectangle
 Registration Buffett Head Materials/display

22 **Layout:** Classroom U-Shaped Box-shaped Banquet/hospitality Auditorium

23 **Other:** Podium Flipchart Portable Partitions **Room Set-up By:** 24

Comments: 25

A/V Types: 26	Mic: 27	Screens: <input type="checkbox"/> Stage <input type="checkbox"/> Lobby <input type="checkbox"/> Flex 1 <input type="checkbox"/> Flex 4 28
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29 **Devices:** PC DVD Smart device Internet **By (pre-event):** 30

Comments: 32 **By (post-event):** 31

EARLY Access/Set-up	Date: 33	Time: 34
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Primary Responsibility: 35

Email: 36	Phone: 37
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38 **Disarm System:** No Yes @Main Hall Door **By:** 39

40 **Activate Alarm (Main door only):** Yes No **By:** 41

Comments: 42

DAY of EVENT 43 Disarm System: <input type="checkbox"/> No <input type="checkbox"/> Yes @Main Hall Door	By: 44
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45 **Entrance(s):** Main Breezeway Classroom Stage Left Stage Right Narthex Chapel

46 **Secure Facility:** Yes No **Secure by:** 47

48 **Activate Alarm (Main door only):** Yes No **If YES by:** 49



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Other Requirements	Required	Amount	Received	Comments/Date Docs Received
50 Facility use donation/fee	<input type="checkbox"/>		<input type="checkbox"/>	
51 Security deposit	<input type="checkbox"/>		<input type="checkbox"/>	
52 Security personnel <i>(Lee County Sheriff's office)</i>	<input type="checkbox"/>		<input type="checkbox"/>	
53 Additional insurance	<input type="checkbox"/>	\$1,000,000 / \$3,000,000	<input type="checkbox"/>	
54 Liquor license	<input type="checkbox"/>		<input type="checkbox"/>	
55 Non-exclusive space usage agreement	<input type="checkbox"/>		<input type="checkbox"/>	
56 Speaker vetting by Diocese of Venice	<input type="checkbox"/>		<input type="checkbox"/>	

FOOD & BEVERAGE

57 **Please note:** Paper goods are available for church ministries. Other users must provide own. Thanks!

58 **Location:** Flex room kitchenette Main kitchen Main hall Narthex Outdoors Chapel

59 Coffee Hot Tea Juice Soda Milk Iced Tea Beer Wine Mixed Water Ice

60 **Beverage comments:**

61 **Food provided:** No **Kitchen required for:** 62

63 **Delivered by:** **Delivery time:** 64

65 **Authorized kitchen user:**

66 **Menu items:**

67 **Comments:**

Clean-up: Kitchen areas, dishes, decorations, trash removal, etc.

68 **Primary responsibility:**

69 **Comments:**

MARKETING

Please note: It is user's responsibility to contact & schedule with appropriate parties & provide content

70 **Narthex:** Bulletin myParish app Facebook 71

72 **Comments:**

PLC USER APPROVAL

I agree the above is accurate: 73 **Date:** 74

Type name: 75 76 *Treat Our PLC with TLC form signed?* YES NO

ADMINISTRATIVE

Date Received: 77 **Received by:** 78

Business Manager Comments: 79

Date Approved by PLC Coordinator: 80

Date on Parish Calendar: 81

Comments: 82