SJV Website Event Calendar Input Form

Please Print ***Event must be scheduled with the Parish Office before submitting this form.***

Event Name:
Event Date: **Event Time:**
Event Location:
Event Description to appear on the Web Event Calendar:
Contact Name: **Contact Phone Number:**
Event Photos included: Y / N

Instructions to Add, Change or Cancel Events Listed on the Website
After you have scheduled your event with the Parish Office and have a confirmed date and location, or if your event information has changed or been cancelled:

1. Complete this form with your event information. (Additional forms available in rack at back of Church.)
2. Fax, mail or drop the form off at the Parish Office at least a week in advance of when you want your Event to appear on the Web Event Calendar.
3. Forms will be picked up every Friday and added to the website within a week.
   Or
1. Email information requested on this form to mpasserine@astound.net

Website Event Calendar contact: Mary Ann Passerine at 925-930-8701 or mpasserine@astound.net

Revised 2/11/09