

St Joseph's Catholic Church

Add Event Form for Give Central

Name of Event: _____

Event Type (Check One)

Ticket Event (People to attend event; fixed price amount)
Normal Event (Donations-nonfixed, open amount)
Pledged Event (Donations- pledges)

Account Number: _____ **Class:** _____

Date(s) of Event: _____

Sale Dates: _____

Beginning Sale Date _____

Ending Sale Date _____

Commission/Group Running Event: _____

Event Requested By:

Name _____ **Phone #** _____ **Email Address** _____

Event Approved By:

(Staff Member/ Principal)

Name (please print) _____ **Phone #** _____ **Email Address** _____

Signature

Event Description:

(Please be specific.)

This info will be visible online.)

Is there additional information about event to email to payee after registering/donating? Yes _____ No _____ (Choose One)

Additional information to email payee:

(write in text here or send email attachment with text)

FOR TICKETED EVENTS:

Items to Purchase	Event Pricing	Event Quantity
Items (i.e. admission tickets, raffle tickets)	Price (Indicate per person or group)	Ticket Quantity to Sell (minimum/maximum)

FOR NORMAL EVENTS:

Which of the payment method(s) below should be established?:

Available	Payment Type	Minimum Amount (\$)	Suggested Amount (\$)
<input type="checkbox"/>	One-Time	\$ _____	\$ _____
<input type="checkbox"/>	Weekly	\$ _____	\$ _____
<input type="checkbox"/>	Bi-Weekly	\$ _____	\$ _____
<input type="checkbox"/>	Monthly	\$ _____	\$ _____
<input type="checkbox"/>	Quarterly	\$ _____	\$ _____
<input type="checkbox"/>	Semi-Annually	\$ _____	\$ _____
<input type="checkbox"/>	Annually	\$ _____	\$ _____

** For Normal Event, Enter PDS Fund Number: _____

FOR ADMIN USE ONLY

Acct to Seidler: _____

Report List: _____

Tax Deductible? Yes, % deductible: _____

No