St Luke Catholic Church
Solicitation Request 2026-2027

Return this form by **Friday, April 10** for consideration
for events July 1, 2026- June 30, 2027 to thartley@stluke.org

CONTACT INFORMATION

Sponsor Organization: _____

Applicant Name: _____

Email: _____

Address: _____

EVENT INFORMATION

Event Title:

Purpose (Check all that apply): __ Fundraising Service __

__ Community Building / Fellowship

Requested Location(s): _____

Requested Date(s): _____

Requested Time(s):

FINANCIAL INFORMATION

Amount to Charge: _____ Per _____

Income Budget: _____

Expense Budget: _____

Explain use of funds. How does this fit in with your overall mission and fundraising goal (add page if needed): _____

ACTIVITY

Activity Description (add additional page if needed): _____

SIGNATURES

Applicant:

Staff Director / Sponsor:

REVIEW

The Saint Luke Stewardship Commission makes recommendations to the Pastoral Staff for Solicitation Date Allocation and Management. The Commission does so on an annual basis and does not accept requests during its monthly meetings, unless there are emergencies. Room reservations may be requested after approval is received from the Stewardship Commission. _____

PUBLICITY

Groups may request tables in the Narthex for two (2) weekends prior to their event, space permitting. Bulletin announcements may be submitted per the usual process for no more than three (3) weekends. Website, Twitter, NIC (Narthex Information Center), and e-mail publicity may also be requested (see Leadership Manual). _____

PRIORITY

On a scale of 1 - 5 (1 being least important) _____