



ST. LUKE'S
EPISCOPAL CHURCH

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501 Wallace Avenue
Coeur d'Alene, ID 83814
(208) 664-5533

Event Information and Reservation Request

Please return to NJ in the parish office at least 60 days prior to the event.

Date(s) of Event _____

Event Title _____

Sponsoring organization(s)/group(s) _____

Contact Person _____

Telephone _____

Email _____

Backup Contact _____

Telephone _____

Email _____

What is the topic of your meeting or event _____

Location/Room(s) Needed? _____ Kitchen? Yes No

Event Time: Begins _____ Ends _____

Set-up/Take-down Time Required? _____

Open to Public? - Yes No Cost? _____

Where/when can tickets be purchased? _____

Special assistance requested to be provided by St. Luke's:

Copying of media

Packet building

Media Support (projector/sound system/computer)

Flyer creation

Evaluation form

Alcohol _____

Other _____

Advertising /PR needs:

Flyers

Website/e-mail/flyer posting

Continued on back

Contact for Advertising: Name: _____

Telephone _____

Email _____

Timing/frequency of advertising _____

Who is the facilitator for the event? Name _____

Telephone _____

Email _____

Is in-house hosting training required? Yes No

After this scheduled event, will there be a referral for another session? Yes No

**This information will help us schedule our facilities and get the word out to the parish and the community about the good things that are happening at St. Luke's. By all means, if you have more information or want to attach an article, FEEL FREE to do so!*