



Formal Request for Event Participation

Abbey of the Festival City Sisters Society
 A Mission of the Sisters of Perpetual Indulgence
 25, 14350 - 111 Avenue
 Edmonton, AB. T5M 2P4

Organization Information

Organization Name			
Street Address		City	Postal Code
Contact Name	Title	Phone Number	Email Address
Select YES or NO			
Is your organization a Registered Charity		Charity Number (if applicable)	

Event Information

Name of Event		
Date of Event	Start Time	End Time
Location Event (Name of Venue & Address)		Number of Attendees Expected
Minimum _____ / Maximum _____		
Minimum/Maximum number of Members you want at your event (never less than 2 Members)		

Describe the purpose and theme of your event.

Describe what you would like the Sisters to do at your event.

If activities include selling raffle tickets or awarding prizes, your organization is responsible to provide all prizes, unless that portion of the event is benefitting the Sisters directly.

Do you need the Sisters to assist before the event? Select Yes or No
 If yes, how?

We are happy to help in any way that we can: raffles, auctions, selling swag, offering blessings hosting, etc. Please be prepared to utilize us. It takes us 3 hours to get ready for an event so a five hour event for you is an eight hour event for us.

Relationship with the Abbey of the Festival City Sisters Society

Will part of the proceeds or other donation be directed to the Abbey of the Festival City Sisters Society? Select Yes or No

If Yes, please provide details

Do you want to use the name of "The Abbey of the Festival City Sisters Society", the "Edmonton Mission of the Sisters of Perpetual Indulgence", or pictures of us for your advertising? Select Yes, or No

If Yes, please provide details

Please be advised that you cannot use our logo, name, or likeness in advertising or promotion of any kind without our prior written consent.

Submission Instructions

This form can be completed electronically or printed and filled in by hand. Please complete it in it's entirety. Send the completed form by email or the mailing address on the first page so that it is received no later than the Friday before the 3rd Tuesday of the month prior to your event.

Your request will be considered at our next General Membership Meeting (on the third Tuesday of most months). You will be notified of our decision by the following Monday. If you would like us in your advertising, please submit this by the Friday before the 3rd Tuesday of the month before your advertising deadlines.

If you are not sure what you want us to do at your event, send an email and ask one of us to call you (please include your phone number). We'll be happy to talk with you about how we can help at your event.

And remember: **the early bird gets the nun!!**

For Abbey Use Only:

Date presented to General Membership	Date requestor informed of GM decision
Decision of General Membership	Event Chair (if applicable)