



POST LITURGICAL or PUBLIC EVENT PLANNING SHEET

Name of Event: _____ *Location* _____

Date _____ *Time* _____ *Contact Person* _____

Contact Person's Email _____ *Phone* _____

Describe the nature of the post-liturgical/public event to which the Bishop is attending (e.g. Communion Breakfast, Gala, Convocation, etc.):

Describe the role of the Bishop for the event: (e.g.: *in attendance, Opening Prayer, speaker, etc.*)

Will there be any people there who need to be publicly recognized/acknowledged? If so, who?

If the Bishop is speaking, are there any specific points to be emphasized in his talk? If so, what? Please be specific.

In the case of a meal, who will be seated at the Bishop's table?

Additional Notes (N.B. *Please include where the Bishop is to be park at the location*):

Please attach any programs, schedules, and other helpful material that will help the Office prepare for this Public Event. Please return this form and any attachments to: The Reverend Keith A. Mathur, kmathur@allentowndiocese.org, Director of the Office for Divine Worship.