

Our Lady & St Edmund of Abingdon

1 Radley Rd, Abingdon on Thames, Oxon, OX14 3PL

Events Form

If you are a parishioner planning a parish event, please complete the form below and send it to Lisa Paterson (Parish secretary) by post at the address above, or bring it in to the office or email it to Lisa at Abingdon@portsmouthdiocese.org.uk.

This helps us to keep track of the events happening in our parish and ensure that the parish diary is up to date. It also helps us to be more effective in using the resources at our disposal.

Name of Event/Activity _____

Main Contact Person _____

Daytime Tel. _____ Other Tel. _____ Email address: _____

Additional contact details under 'Any other relevant details we need to know'. Having at least one other contacts is advisable in case we cannot contact the main person at short notice.

If this is a one off event

Date of event ____/____/20____ Time of Event will be from _____ to _____

If this is a repeated event

Day of the Week: _____ Time of Event will be from _____ to _____

Start and End dates:

From ____/____/20____ To ____/____/20____

If activity is to take place on parish property please indicate with a tick the required space:

Church

Parish centre Inner room Outer room Kitchen

Any other relevant details we need to know? E.g. other contact names, equipment to be used, important details that should be included. Please email the parish office with your suggested newsletter item.

Leader of event (signature) _____ Date Signed _____