



Carmelite Sisters of the Most Sacred Heart of Los Angeles  
Office of Mission Advancement  
Event Approval Form

**Please check the box that applies:**

- Generalate       Santa Teresita       Avila Gardens       Marycrest Manor       Sacred Heart RH  
 Little Flower       Hayden CC       MCHM       FCFC       Local Carmels: \_\_\_\_\_

**GENERAL EVENT INFORMATION**

- New Event       Established Event

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Category:  Fundraiser     Friend-raiser     Appreciation

Event Location: \_\_\_\_\_ Time frame: \_\_\_\_\_

**What will the event include? (Please check all that apply)**

- Holy Mass      Name of Celebrant: \_\_\_\_\_  
 Prayer Service       Lunch       Talk       Boutique       Silent Auction  
 Raffle       Dinner       Tea       Health Fair       Live Auction  
 Reception       Concert       Fitness       Car Show       Other  
 Food Booths | Types of food: \_\_\_\_\_  
 Activities | List Types: \_\_\_\_\_  
 Entertainment | List Types: \_\_\_\_\_

Event Theme: \_\_\_\_\_

Honorees (if applicable): \_\_\_\_\_

Volunteer Chairperson(s): \_\_\_\_\_

**Committee Members:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**Responsibilities:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**Target Audience:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**REQUIRED ATTACHMENTS**

- Composite List of Potential Vendors  
 Proposed Solicitation Letter for In Kind donations

