



St. David's  
Episcopal Church

— EST. 1715 —

# Event Planning, Facilities Requests, Communications Requests: Decision Making Guide



Do you want to host an event for a St. David's Ministry or Program, or use St. David's facilities for any other reason?

YES

NO

Is the event being held at St. David's?

YES

NO

Did you already fill out an Event Form?

YES

NO

Have any of the details of your event changed? (date, location, etc)

NO

YES

**Complete an  
Event Request  
Form**

Are you also interested in having communications sent on behalf of a St. David's for the event?

NO

YES

Are you also interested in having communications sent on behalf of St. David's for the event?

YES

NO

Did you already complete a Communications Form?

NO

YES

Have any of the details of your communications needs changed?

NO

YES

**Complete  
Event Request Form  
AND  
Communications  
Request Form**

**Complete a  
Communications  
Request Form**

Are you looking to have communications sent by St. David's for a St. David's related Ministry or Program?

YES

NO

You are all set! Contact your staff liaison, supervisor, or St. David's Admin team if you have any additional questions.