

# DIOCESE OF SAN BERNARDINO EPISCOPAL CALENDAR REQUEST

Request  
for:




Bp. Barnes

For office use

Requesting parish,  
school, organization:

Event:

Event  
date:

Location:

Event  
start time:

Description  
of event:

Event  
end time:

If the requested event is to be held at a parish, the approval of the pastor, administrator, or pastoral coordinator is required:

Approved:  Pastor / Administrator / Pastoral Coordinator: \_\_\_\_\_

Contact person:  Mr.  Dr.  Rev.  
 Mrs.  Ms.  Sr.

Address:

Email:

City:

State:

Zip:

Phone: (    )

Bishop is requested to do the following:

Bishop's start time:

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Mass                  | <input type="checkbox"/> Homily                 | Mass time: _____                           | <input type="checkbox"/> Presentation of awards |
| <input type="checkbox"/> Lunch                 | <input type="checkbox"/> Dinner                 | <input type="checkbox"/> Invocation* _____ | <input type="checkbox"/> Attendance only        |
| <input type="checkbox"/> Blessing before meals | <input type="checkbox"/> Brief remarks* _____   |  | <input type="checkbox"/> Other: _____           |
| <input type="checkbox"/> Blessing of: _____    | <input type="checkbox"/> Keynote address* _____ |  |   |

**\*For these items, please complete this section:**

Theme or topic of event:

Expected length of talk:

English

Spanish

Bilingual

Audience (teens,  
religious, retired, etc.):

Group  
size:

Additional  
information: \_\_\_\_\_

Completing and returning this form is **not** a confirmation that Bishop Barnes is available and has calendared this event. A letter from the Office of the Bishop will be sent to confirm the availability of Bishop Barnes.  
This form may be faxed to **(909) 474-4902** or emailed to **rherbst@sbdiocese.org**.  
For Masses, once confirmed, an Episcopal Liturgy Planning form must also be completed.

**Contact for external events:**

Rich Herbst, Episcopal Master of Ceremonies and Special Assistant to the Bishop  
1201 E. Highland Avenue, San Bernardino, CA 92404  
Telephone: (909) 475-5124 ♦ Fax: (909) 474-4902 ♦ Email: rherbst@sbdiocese.org