REQUEST FOR THE PRESENCE OF A BISHOP

DIOCESE OF MADISON
Telephone (608) 821-3002  Fax (608) 821-4552

Please return this form to: Secretary to the Bishop
P.O. Box 44983
Madison, WI 53744-4983

PLEASE PRINT OR TYPE. Please do not use this form to request Confirmation.

We request the presence of a Bishop in the year _____ for:

1.0 Event, Feast, or Occasion ___________________________________________________________
1.1 Theme, if any: __________________________________________________________________
1.2 Day and Date ______________________ Time __________________________
1.3 Alternate Date(s) __________________________________________________________________
1.4 Place __________________________________________________________________________

2.0 Parish / Institution / Group __________________________________ City ________________

3.1 Contact Person __________________________________________________________________

3.2 Address ____________________________________________ Street          City        State        Zip

3.3 Telephone (  ) __________________ Fax (  ) __________________________

4.0 Will there be Mass? ☐ yes ☐ no Normally if the Bishop is to preach he will preside as Celebrant.

5.0 Additional expectations of the Bishop:
_________________________________________________________________________________
_______________________________________________________________________________

Please attach a copy of the letter notifying the Pastor of the area about this event or ask him to sign below.

6.0 Pastor’s Signature

_____________________________________________  ________________________________
Pastor’s Name (please print)  Pastor’s Signature

7.0 If a ☐ reception is planned; if the celebration includes a ☐ meal: Check all that apply.

Time _________________________________ Place____________________________________

8.0 Additional information you would like the Bishop to know:

Thank you for your cooperation. Upon acceptance of the event you will receive a letter and Liturgy Planner.

Please do not publicize the presence of a Bishop until it is confirmed.

11/13/08