

# † Presence of the Bishop †

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Occasion: \_\_\_\_\_

Liturgy Date: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_

Parish/Location: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email: \_\_\_\_\_

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The following information will be helpful to the Bishop in preparing for the event.  
Please complete and return this form at least 3 weeks prior to the event.

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## General Information:

1. What would you like the Bishop to do?

- |   |  |
|---|--|
| <input type="checkbox"/> Offer welcome at the beginning | <input type="checkbox"/> Offer remarks at the conclusion |
| <input type="checkbox"/> Offer grace before meals       | <input type="checkbox"/> Give a blessing                 |
| <input type="checkbox"/> Give a talk / lecture          | <input type="checkbox"/> Other _____                     |

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2. Please describe the audience and estimated number in attendance?

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Please return this form along with any additional information relevant to the event:

Copy of any booklet

Greeter to meet Bishop

Name \_\_\_\_\_

Location of Bishop's reserved Parking place

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you.

**Please return this form to:**

By mail: Deacon Thomas F. McKenna  
Secretary to the Bishop  
P.O. Box 7044  
Rockford, IL 61125-7044  
(815) 399-4300

By fax: (815) 399-4769

By email: [czeman@rockforddiocese.org](mailto:czeman@rockforddiocese.org)