



CHURCH CALENDAR REQUEST FORM

A Calendar Request Form is the starting point for all meetings and events. If your ministry team or committee is hosting an event or activity, please fill out this form and submit it to the church office. Once your request is approved it will be placed on the Church Calendar and published in regular church publications of the calendar. If you would like information regarding your event publicized, please submit a Church Publicity Form to the Public Relations Committee. Certain requests must be reviewed by the Pastor and/or Trustee Board.

Date _____

Name of Group & Event _____

Details of Event/Activity (be specific):

Event Date and Start/End Time (including Set-up and Clean-up): _____

How Many Will Attend: _____ Room Requested _____

Is this a recurring event? If so, please indicate: Monthly Weekly Quarterly

Contact/Chairperson _____

Contact Phone _____ E-mail _____

Will you serve refreshments? _____ No _____ Yes

Kitchen Use? _____ No _____ Yes

Equipment Needs?

___ NONE:

___ TV/VCR ___ TV/DVD ___ Lectern ___ Screen ___ Overhead

___ Flip Chart ___ Digital Projector ___ Easel ___ Coffee

___ Paper Goods (Napkins,Cups,Plates,Forks,Spoons) ___ Table Covers

___ Other? _____

Do you require special setup for tables and chairs? If so, please draw a diagram of the room set-up that best suits your needs on the back of the form

Office use: Pastor/Trustees/Church Administrator Approval _____ Date _____