

This form must be filled out COMPLETELY and approved by the staff for the event to be placed on the Master Church Calendar. All functions by any age group should be on the Church Calendar. Functions needing childcare must be approved two (2) weeks in advance and fit church policies. The contact person will be notified within 5 days only if action is not approved.

TODAY'S DATE: _____

CALENDAR REQUEST FORM

NAME OF EVENT: (List event, class, department, etc.)										
Place an X in the correct box/s										
Event Date:				Su	Mo	Tu	We	Th	Fr	Sa
Published Time:			to	Room Need Time:			to			
This request is a first request			If changing a date,			Date changed from				
This request is to change a date						Date changed to				
Contact Person:						Phone:				
SPACE REQUESTED										
	Fellowship Hall			Worship Center			Choir Suite (Room A207)			
	Kitchen			Old Sanctuary			(must be preapproved by Music Minister)			
	Conference Room			Room A107 & 109			Youth Suite			
	Preschool Foyer			Room A202			(must be preapproved by Student Minister)			
If function is not at church, where is it?										
Do you need keys? (Y or N)				Keys are available from office Mon-Thu, 8 AM – 5:00 PM, Fri, 8:00-Noon.						
*****IF SPECIAL SETUP IS REQUIRED, DRAW DIAGRAM ON BACK*****										
SUPPLIES AND EQUIPMENT										
	Tablecloth		Punch Bowl		Coffee Maker		Silver Coffee/Tea Service			
	Dessert Plates & Cups		VCR and TV		DVD and TV		Round Tables			
	White Board		Easel		Projector		Other:			
TRANSPORTATION										
Vans are assigned based on destination. Vans #1 and #2 will be used for events out of town. Vans #3 and #4 will be used locally.										
Number of Vans Requested:						Trailer Needed (Y or N)				
Driver(s):										
<i>(Drivers are to be over 21 and ticket free for one year)</i>										
CHILDCARE										
Care is provided for Church activities only.										
Childcare Needed? (Y or N)										
Number of children per age group:			Preschool (Birth-Kindergarten):			[]	School Aged (1 st – 6 th):			[]
STAFF ACTION: () Approved () Denied						CALENDAR TYPE				
Approved by:						Published (publicized for church participation)				
Date:						Non-Published (in-house schedule only)				