

Calendar Request Form

(please print clearly)



contact

person filling out form: _____ date: ____/____/____
person in charge of event: _____ email: _____
home phone: _____ cell phone: _____

event

event name: _____ ministry name: _____

beginning date of event: ____/____/____ ending date of event: ____/____/____

is this a recurring event? weekly monthly

beginning time of event: _____ ending time of event: _____

event to be set up by: church custodial staff (48 hour notice required) ministry

time set-up to be completed: _____

location of event: church: room desired _____

off-campus: address _____ phone #: _____

if this is a church-wide event, who is in charge of set up and breakdown so that the building is ready for the next service? _____

resources

food services: not applicable catered

technical services: not applicable needed

if you marked needed, please check all that apply: *microphones (how many? ____) data projector

tv/vcr tv/dvd *sound *powerpoint *theatrical lighting

**please note that these options require an operator who is approved by the Worship & Creative Arts Pastor. these positions may require a fee, if so you will be notified.*

name of approved person who will be running sound, powerpoint, or lighting for your event? _____

Date approved: ____/____/____

website & program

without the following info, this event will not be added to the website or Sunday's program. Please remember as you write the description of your class/event, that it needs to include all info that someone clicking on the website would need such as purpose, description, who the event/class is for, etc...

would you like your event to be placed on either or both of the following: website Sunday program
**please note: events will only be in the program for 4 weeks prior to the event*

if you marked website and/or Sunday program, include a description of your class/event below.

would you like to have an online registration for this event? yes no

is there a cost for this class/event? no yes (how much? _____, which covers _____)

room layout

please use the bottom of this form to draw as well as write a detailed description of the room layout desired for this event.

_____ number of tables needed

_____ number of chairs needed

_____ number of chairs at each table