

CALENDAR REQUEST FORM

Circle One:

Fun/Fellowship Learning Meeting Outreach Social Justice Worship

Requested By: _____

Sponsored By: _____

Committee or Group

Date of Request: _____

Event Information

Title: _____

Description (20 words or less:)

Circle: One-time event Recurring Event

Recurring: Weekly Monthly

Date(s): First Choice _____ Second Choice _____

Recurring Dates: _____

Space: First Choice _____ Second Choice _____

Times: Set-up _____ Start _____ End _____ Clean _____

Primary Contact:

Name: _____

Email: _____

Phone: _____ Home or Mobile

Circle One: Member-in-good-standing Member Friend

Include any additional information on the back of this sheet.

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Office Use Only

Approved by: _____ Date: _____

Placed on calendar: _____

Notes: