

New Event Calendar Request

Date Originated: _____

Requested By: _____

Requestor Email and Phone Number: _____

Responsible Committee: _____

Event Name: _____

Event Date: _____

Event Description: _____

Fee Required/Amount: _____

Recurring Event/Frequency: _____

Event Time: Start_____ End_____

Set-Up/Tear-Down Time: Start_____ End_____

Public or Private on Calendar: _____

Building Location(s) Requested: _____

A/V Requested: _____

Childcare Requested: _____

Catering Requested: _____

Kitchen Use Requested: _____

Vehicle Requested: _____

Check/Money Box Requested: _____

- Please contact the following about additional specifics for your event.
 - Rodney Owens for any room set up and/or facility needs.
 - Wendy Gem for Communication and A/V needs.
 - Sherry Moore for kitchen or catering needs.
 - Ana Meyer for check request (turn in blue sheet).
 - Alex Adams for loaner key.

Date added to Church Calendar: _____ By: _____