



SCHEDULING REQUEST

- If you need to revise this request after it has been submitted, please re-submit a new copy.
- If all information is not available at time of first submission, please re-submit complete request asap.
- All calendar requests must be emailed to the church office for approval **at least two weeks prior** to your activity.
- Please save this file with a filename in the following format before sending: *mm-dd-yy activity*
- You will receive an email confirmation with approval.

General Event Information

Person/Dep't Requesting Activity:

Activity Title:

Activity Date(s):

Submission Date:

Activity Begin Time:

End Time:

Begin Setup Time:

Activity Place:

Attendees:

Cleanup Personnel:

Additional Dates,
Equipment Needs,
Schedules, or
Other Details:

Special Needs *(check box next to any needs)*

AUDIO: mics | speakers | sound board operator | portable sound system | electric piano

VIDEO: video camera | projector | dvd | laptop (youtube, etc.) | songshow/ppt operator

FACILITIES: tables | chairs | usage fee: | other:

Promotion Requests *(suggest the most effective venues for promotion)*

Flyer Postcard Bulletin Website

Facebook Email Blast Other:

Vehicle Request *(complete only if you need a vehicle)*

People Mover (25 max, CDL required) Van (15 max)

Driver:

Departure Time:

Return Time:

Chaperone(s):

Sponsor/Student Ratio:

Estimated Total Miles:

of Passengers:

Person Responsible for Trash Pickup:

OFFICE USE ONLY

Department Approval:

Final Approval:

Entered on Master Calendar:

Website Calendar:

Website Upcoming Events:

Usage Fee:

Fwd to Facilities/Technology:

Fwd for Promotions:

Special Lock/Unlock Needs:

Office Comments: