HermNAz

Church Calendar/Event REquest Form

Note: Please use this form for scheduling church related events. For personal requests please use the Building Request Form.

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| --- | --- |
| Name: |  |
| Address: |  |
| Phone: |  |
| Email: |  |
| Date of Event: |  |
| Time: To/From |  |
| Time in/Time out of the building |  |
| Alternative Date: |  |
| Type of Room: | Ministry Center Sanctuary Kitchen |
| Description of Event: |  |
|  | **Announcement Information** |
| Ministry Name: |  |
| Contact Person: |  |
| Dates to Announce: |  |
| Please circle: | Bulletin Powerpoint Poster |
| Event Registration Booth Details | Flyers Sign up Sheet Money to be collected |
| What would you like your announcement to say |  |

Remember that other ministries are using the same rooms you are. Please clean up and set the room back up before your leave. Leave it better than you found it. Be a blessing!

For office use only: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Approved/Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Placed on calendar \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advertising Completed