

# Calendar Request Form

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**Person in charge:**

**Phone #**

**Title of event:**

**Purpose of event:**

**Who is invited:**

**Weekday:**

**Date of event**

**Event start time:**

**Event end time:**

**Setup time:**

**Clean up time:**

**Cost for participants**

**Instructions  
for  
participants:**

**Facilities Needed:**

Sanctuary  
Family Life Center (Gym)  
Kitchen  
Nursery care  
Room(s) Provide Room #'s

**Nursery Staff:**

I need Nursery  
staff provided  
I will provide  
Nursery staff  
Not Applicable

**Setup and Cleanup:**

I need an extra trash bin  
I don't need a Janitor  
I need a Janitor to setup tables and chairs. (Describe below)

Describe your desired Table/chair layout. Include quantities of each.

**Cleanup Contact:**

**Requested by:**

**Date:**

**Approved by:**

**Date:**

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**Save the completed form, then send it to our media team using the  
"Upload Form Portal" button on our Ministry Leader Page.**