**Calendar Request Form**

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| **Event Title:** |

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| **Ministry Represented:** | **Bulletin Announcement (Y/N):** |

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| **Person Making Request:** | **Email Address:** | **Phone Number:** |

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| **Date of Event:** | **Day of Week:** |
| **Beginning / Ending Time:** | **Room(s) Requested:** |
| **Size of Group Expected:** | **Description of Function:** |
| **Rehearsal Needed (Y/N):** | **If Yes, Date/Time:** |
| **Sound Needed (Y/N):** | **If Yes, Describe Your Needs in Detail:** |
| **Bus Needed (Y/N):** | **If Yes, Name of Driver:** |
| **Would you like people to have the option to RSVP on our website (Y/N):** | **If Yes, please list the space limitations (can be by gender if necessary)** |
| **Would you like people to have the option to pay for this event securely on our website (Y/N):** | **If Yes, please list the cost of the event** |

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| **Additional Information:** |

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| **Date Approved:** |