

Calendar Request Form

Event Title:
Ministry Represented:

Bulletin Announcement (Y/N): Date to post: Date to remove: Wording for Bulletin:	Newsletter Announcement (Y/N): Date to post: Date to remove: Wording for Newsletter:
Please email any images to lori@lombardchurch.org	Please email any images to lori@lombardchurch.org

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

Additional Information:

Date Approved:
