

2020 | Calendar Request

CHRISTOPHER CAMPBELL SOUTHSIDEBAPTIST.NET				
	ON BEHALF OF:			
	DATE SUBMITTED:			
DATES		Equipment & Security		
DAYS OF WEEK			SOUND BOARD	TV OR PROJECTOR
			□ Yes	□ Yes
TIMES			TABLES (#)	CHAIRS (#)
RECURRING EVENT?			PROMTE EVENT?	SECURITY REQUESTED?
How often? End date?			□ Yes	□ Yes
NAME OF EVENT				
PURPOSE		· · · · · · · · · · · · · · · · · · ·		
LOCATIONS If at Southside, list all spaces to be used. If Online, list Apps, Links and Access Info.			APPROVAL	
			APPROVED BY	
WILL THIS EVENT BE LIVE-STREAMED OR ARCHIVED ONLINE? Permission received?			DATE APPROVED	
PRIMARY CONTACT			ADDED TO SHARED CALENDAR?	
BEST PHONE			NOTES & INSTRUCTIONS	
BEST EMAIL				
ANTICIPATED ATTENDANCE				
WILL ITEMS BE SOLD?				
ADDITIONAL SET-UP OR TEAR-DOWN? List Dates & Times:				
WILL A MEAL BE SERVED? List who will cater the meal:				
IS CHILDCARE REQUESTED? List ages:				
PROVIDE ANY ADDITIONAL INFORMATION ON BACK PAGE				

SUBMITTED BY: