



REDEEMER

WINTER HAVEN

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Calendar/Event Form

Ministry	
Title of event	
Person requesting event, email and phone#	
Event contact person Email and phone#	<i>(if different from above)Permission from the person to post phone # on web? Yes or No</i>
Set up person:	
Clean up person:	
Who is this event for?	
New event or change to existing event?	
Date:	
Time:	
Description of event int two sentences or less: (for the web)	
# of people expected:	
Audio/Visual equipment required (list):	
Room(s)/Location:	
How much time will you need to set up?	
How many tables and chairs will you need?	