

CHURCH CALENDAR REQUEST / CORRECTION FORM

PLEASE COMPLETE THE FOLLOWING AND SUBMIT IT TO THE CHURCH OFFICE FOR APPROVAL. PLEASE UNDERSTAND ALL DATES ARE SUBJECT TO AVAILABILITY AND MUST BE PRE- APPROVED BEFORE ANY PLANNING/ADVERTISING TAKES PLACE.

NAME:		DEPARTMENT:
PLEASE CHECK ONE OF THE FOLLOWING: <input type="checkbox"/> NEW EVENT <input type="checkbox"/> DATE CHANGE <input type="checkbox"/> DELETED EVENT		
NAME OF EVENT:	DATE OF EVENT:	DATE CHANGED TO: <i>(IF APPLICABLE)</i>
FACILITIES NEEDED:		

FOR OFFICE USE ONLY:

APPROVED BY: _____ DATE RECEIVED: _____ DATE APPROVED: _____