

Event Request

☐ New Event ☐ Cancellation ☐ Change

GENERAL INFORMATION

Event/Call or ZOOM Meeting to Be Placed on Calendar: _____
(As it is to appear in print)

Date of Event _____ Start Time: _____ End Time: _____

Requests Forthcoming:

☐ Culinary ☐ Media ☐ Set Up ☐ Van ☐ P.O. ☐ Temp Check

Purpose of Event

Person Making Request:

(Signature) Phone: _____ Date: _____

Ministry/Area: _____ Position: _____

☐ Approved and Scheduled ☐ Not Approved

Reason(s) for Decision: _____

Approved/Disapproved by

Date:

Director Signature
