

CALENDAR APPROVAL FORM



Date of Call _____ Requesting Person _____

Phone Number _____ Date Of Activity _____

Class/Department/Individual _____

Type of Activity _____ Time of Activity _____

Location of Activity – Please ***check*** one of the following to be reserved:

- | | |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Choir Room |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Formal Room |
| <input type="checkbox"/> Corbin Hall | <input type="checkbox"/> Library |

Other (describe, if location at another site)

- Church Mini Bus ___ Departing Time_____ Pick-up Time_____
- FACS Mini Bus ___ Departing Time_____ Pick-up Time_____
- School Bus ___ Departing Time_____ Pick-up Time_____
- Charter Bus___ Cargo Van___ Trailer_____

Driver's Instructions: _____

Please Note: All expenses for driver will be charged to your department.

Group Leader(s): _____

Responsible Staff Member: _____

Call taken by: _____ Date: _____

Approved by: _____ Date: _____

Entered on Calendar by: _____ Date: _____

PLEASE NOTE: *If Technical/Media (sound, etc.) is needed, PLEASE fill out a Green Sheet and attach to the Blue Sheet.* Thank you for your help and cooperation in serving you.

Please provide information about room set-up needed for event.

This form must be turned in to the church office as soon as possible. You may leave them in the mailbox for Lydia.