

Master Calendar Event Form

This form is to help ensure that your group meeting or event is correctly scheduled on the Master Calendar through the church administrative office and effectively coordinated with other ministries in the church. **Please submit form to Howard Bridges.** You can view the current church master calendar at any time on our website: www.coatsumc.org

Please use ONE FORM PER EVENT/GROUP MEETING.

TODAY'S DATE _____

NAME OF GROUP MEETING/EVENT: _____

ORGANIZATION OR GROUP NAME: _____

FUNCTION OF THE MEETING OR EVENT: _____

DATE(S) OF EVENT: _____

TIME OF EVENT: FROM: _____ AM / PM TO: _____ AM / PM

TIME OF SET-UP: FROM: _____ AM / PM TO: _____ AM / PM

TIME OF CLEAN-UP: FROM: _____ AM / PM TO: _____ AM / PM

ROOM(S) REQUESTED: _____

NAME OF PERSON MAKING REQUEST: _____

PHONE NUMBER: _____ E-MAIL: _____

NAME OF GUEST SPEAKER, IF APPLICABLE: _____

PHONE NUMBER: _____ E-MAIL: _____

SPECIAL EQUIPMENT NEEDED: _____

WILL A MEAL BE SERVED? _____

ROOM SET-UP NEEDED: _____

COMMENTS:

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