

Recurring 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.

NAME OF GROUP MEETING/EVENT: _____

SCHEDULE OF MEETING(S): (Day) **Su M Tu W Th F Sa** (Circle one)

(Date(s)) _____

(Time) **FROM:** _____ AM / PM **TO:** _____ AM / PM

THIS A: (*check one*)

Month: _____

WEEKLY (_)

MONTHLY (_) **MEETING**

Day	Su	M	Tu	W	Th	F	Sa
Week							

(Monthly only:)

REOCCURRING THE SAME DAY EACH WEEK/MONTH?

Yes (_) No (_) **fill-in monthly calendar days as needed*

WHEN? _____ *(i.e., 1st & 3rd Tues of each month)*

LOCATION: _____

COMMITTEE CHAIR PERSON OR POINT OF CONTACT: _____

(910 - -) phone number (910 - -) other phone number

_____ E-Mail

COMMENTS: