

# Event Scheduling Form

Please fill out the following form and submit to the church secretary to schedule an event on the church calendar.

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_  
(Month/Day/Year)

Time of Event: \_\_\_\_\_  
(Hour/AM/PM)

Location of Event: \_\_\_\_\_  
(First Baptist Church, Civic Center, Home, Old Orchard Park, etc)

Needs for Event: \_\_\_\_\_ Van      Date Needed: \_\_\_\_\_      Time: \_\_\_\_\_  
\_\_\_\_\_ Nursery      Date Needed: \_\_\_\_\_      Time: \_\_\_\_\_

FBC Facilities Needed: \_\_\_\_\_  
Date Needed: \_\_\_\_\_      Time: \_\_\_\_\_

Description of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CONTACT INFORMATION

**Name:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_  
(Area Code)

**Mobile Number:** \_\_\_\_\_  
(Area Code)

**E-Mail Address:** \_\_\_\_\_