

Today's Date: _____

Date(s) of Use: _____

Buffalo Valley Church of the Brethren
Church Calendar ADDITION Form

Ministry Leaders and event planners can help keep the calendar current by providing dates and information in a timely manner. Please complete this form and submit it to the church secretary as soon as possible.

MINISTRY TEAM: _____

MAIN CONTACT: _____ PHONE: _____

EVENT NAME: _____

START TIME: _____ am/pm END TIME: _____ am/pm

Is this a recurring event? YES NO If so, END DATE: _____

Event Exception Dates (i.e., holidays): _____

APPROX. TIME REQUIRED FOR SETUP? _____ CLEAN UP? _____

LOCATION: _____

ROOM(s): MPR Rm 1 2 3 4 K L N U NAR T B ALL

IS THIS AN OUTREACH MINISTRY EVENT TO BE MARKETED ON THE WEBSITE? YES NO

EVENT DESCRIPTION:

PURPOSE:

AUDIENCE: (youth, young adults, golden oldies):

ADDITIONAL NOTES:

Facility Room Codes: MPR – Multi-Purpose Room, K – Kitchen, Rm – Room, L – Library, U – Upstairs, N – Nursery, T – Trailer, B – Basement, NAR – Narthex, O – Office, ALL – Whole Facility

Rev. 06/01/2007

Church Calendar Addition Form.doc