

Calendar Placement Request Form

CAL:

Use this form to request events to be placed on the Official Church Calendar.

Today's Date ____/____/____ Submitted By/Department _____

EVENT DATE	EVENT NAME & DETAILS	# OF CHURCH VANS REQUESTED

It is the responsibility of the department leader to notify the church office in advance of any changes in planned events. In addition, to avoid scheduling conflicts, check the church calendar online at www.nevilstrinity.com before making requests.

Contact Person For Events: _____

Contact Email: _____

Contact Phone Number: _____

Church Office Use Only

Recd _____ by _____

Scheduled _____ by _____

Online _____

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