

# ACTIVITY SCHEDULING FORM

Please note: Event is not calendared until approved in staff meeting

Today's Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Ministry Area: \_\_\_\_\_

Activity / Event Date: \_\_\_\_\_ Day of the Week: \_\_\_\_\_

Activity / Event Name: \_\_\_\_\_

Event Time: Start \_\_\_\_\_  
End \_\_\_\_\_

Setup Start Time: \_\_\_\_\_

Room / Space Requested: \_\_\_\_\_

Number Participating \_\_\_\_\_ Charge / Fee for Participants: \_\_\_\_\_

Event Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

*For meetings, you only have to complete the section above the dark line*

Announcements Requested

\_\_\_ Newsletter \_\_\_ Bulletin \_\_\_ Website \_\_\_ PowerPoint

Suggested wording: \_\_\_\_\_

*\* Bulletin, website, and PowerPoint announcements are limited to 2 weeks prior to the event*

Additional Comments / Special Requests: \_\_\_\_\_

Audio / Visual Requests:

\_\_\_ TV/VCR/DVD \_\_\_ Overhead screen \_\_\_ Overhead Projector  
\_\_\_ Video Projector \_\_\_ Microphone / Speakers  
\_\_\_ Other: \_\_\_\_\_

**Don't forget to:**

- **Turn off all lights and lock doors**
- **Return room setup to the way you found it**
- **Remove trash**

Date of Approval: \_\_\_\_\_

Approved by: \_\_\_\_\_

Approval Notes / Restrictions / Comments: \_\_\_\_\_

Coordinator contacted and reminded of "don't forgets" above by \_\_\_\_\_  
on date: \_\_\_\_\_ by phone / email / other