

# St. Timothy's Lutheran Church

## Calendar Event Form - One Time Event

**Instructions:**

This form is to be used to:

Add a One Time Event to the Master Church Calendar, appropriate Staff Calendars, and reserve the appropriate physical resources.

- Please check  the appropriate box or enter the requested information. If in doubt, the church secretary will be glad to assist you.
- For Recurring Events, please use the RECURRING EVENTS FORM.
- Return form to the church office when completed.
- Pick up EVENT FOLLOW UP form to be completed after the event is over.

Thank you for your cooperation.

Event	
<b>Date:</b>	
<b>Time:</b>	
Event Type <i>(check one)</i>	
Committee Meeting <input type="checkbox"/>	
Other Meeting <input type="checkbox"/>	
Dinner/Luncheon/Social <input type="checkbox"/>	
Seminar/Forum /Class <input type="checkbox"/>	

What is the Event?			
<b>Event Name:</b>			
<b>Sponsor Name or Committee:</b>			
<b>Contact Person:</b>	<b>Date Submitted:</b>	<b>Phone:</b>	

OFFICE USE ONLY	
<i>Added to:</i>	<i>Date/Initials</i>

What Space should be Reserved? <i>(check all needed)</i>		
Board Room <input type="checkbox"/>	Sanctuary <input type="checkbox"/>	Library <input type="checkbox"/>
Narthex <input type="checkbox"/>	Narthex Kitchenette <input type="checkbox"/>	Admin. Office <input type="checkbox"/>
Fellowship Hall <input type="checkbox"/>	Fellowship Kitchen <input type="checkbox"/>	Lower Link Area <input type="checkbox"/>
Other: <input type="checkbox"/>		

Master Calendar	
Pastor	
Director of Music	
Space Reserved	
Custodian Setup	

What Equipment is needed?			
<b>Expected Attendance:</b>	Enter Qty	Projector Screen <input type="checkbox"/>	Overhead Projector <input type="checkbox"/>
<b>Number of Tables:</b>		Microphone/Karaoke <input type="checkbox"/>	Podium <input type="checkbox"/>
<b>Number of Chairs:</b>		Piano <input type="checkbox"/>	Risers <input type="checkbox"/>
Other: <input type="checkbox"/>		Blackboard/Whiteboard <input type="checkbox"/>	TV/VCR <input type="checkbox"/>

Where should it be Published?	Number of Issues or	Start Date:	Stop Date:
Newsletter: <input type="checkbox"/>			
Bulletin: <input type="checkbox"/>			
Outdoor Sign: <input type="checkbox"/>			
Local Newspaper: <input type="checkbox"/>			

*(See Policies and Procedures for Initiating Press Release or Paid Advertising)*

Newsletter	
Bulletin	
Newspaper	
Outdoor Sign	

Who Should Be Notified? <i>(The office staff will notify Others if requested here.)</i>				
	I did it:	How Should they be notified?		
		Mail:	E-mail:	Phone:
Montessori School <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Members <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Montessori	
Committee Members	
Others:	

*Comments/Special Instructions::*

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