

# St. Timothy's Lutheran Church

## Calendar Event Form - Recurring Events

**Instructions:**

This form is to be used to:

Add a Recurring 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.
- The Event Date is the first date the event will be held after the form is submitted. Subsequent dates will be determined by the *date rules*. Check  the appropriate frequency and circle the day of the week and months the event is held.
- This form will remain in effect until canceled. Please resubmit if the *date rules* change.
- Return form to the church office when completed.

<b>Event</b>
<b>Date:</b>
<b>Time:</b>

What is the Event?				OFFICE USE ONLY																							
<b>Event Name:</b>	Standing Committee Meeting <input type="checkbox"/> Seminar/Forum /Class <input type="checkbox"/>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><i>Added to:</i></td> <td style="width: 30%;"><i>Date &amp; Initials</i></td> </tr> <tr> <td>Master Calendar</td> <td>_____</td> </tr> <tr> <td>Pastor</td> <td>_____</td> </tr> <tr> <td>Director of Music</td> <td>_____</td> </tr> <tr> <td>Space Reserved</td> <td>_____</td> </tr> <tr> <td>Custodian Setup</td> <td>_____</td> </tr> <tr> <td>Newsletter</td> <td>_____</td> </tr> <tr> <td>Bulletin</td> <td>_____</td> </tr> <tr> <td>Montessori</td> <td>_____</td> </tr> <tr> <td>Committee Members</td> <td>_____</td> </tr> <tr> <td>Others:</td> <td>_____</td> </tr> </table>		<i>Added to:</i>	<i>Date &amp; Initials</i>	Master Calendar	_____	Pastor	_____	Director of Music	_____	Space Reserved	_____	Custodian Setup	_____	Newsletter	_____	Bulletin	_____	Montessori	_____	Committee Members	_____	Others:	_____
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<b>Sponsor Name or Committee:</b>																											
<b>Contact Person:</b>	<b>Date submitted:</b>	<b>Phone:</b>																									
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<i>(circle day of the week, week of the month and months applicable)</i>																											
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Quarterly <input type="checkbox"/> Enter dates	①                      ②                      ③                      ④																										
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Board Room <input type="checkbox"/>	Sanctuary <input type="checkbox"/>	Library <input type="checkbox"/>																									
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Fellowship Hall <input type="checkbox"/>	Fellowship Kitchen <input type="checkbox"/>	Lower Link Area <input type="checkbox"/>																									
<i>Other:</i>																											
What Equipment is needed?																											
Expected Attendance:	Enter Qty	Projector Screen <input type="checkbox"/>	Overhead Projector <input type="checkbox"/>																								
Number of Tables:		Microphone/Karoke <input type="checkbox"/>	Podium <input type="checkbox"/>																								
Number of Chairs:		Piano <input type="checkbox"/>	Risers <input type="checkbox"/>																								
<i>Other:</i>		Blackboard/Whiteboard <input type="checkbox"/>	TV/VCR <input type="checkbox"/>																								
<i>Other:</i>																											
Where should it be Published?		<i>Standing Meetings are automatically included in the Newsletter and Bulletins</i>																									
Who Should Be Notified? <i>(The office staff will notify Others if requested here.)</i>																											
		How Should they be notified?																									
	<b>I did it:</b>	<b>Mail:</b>	<b>E-mail:</b>	<b>Phone:</b>																							
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"/>																							
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<i>Comments/Special Instructions::</i>																											



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- Please check  the appropriate box or enter the requested information. If in doubt, the church secretary will be glad to assist you.
- The Event Date is the first date the event will be held after the form is submitted. Subsequent dates will be determined by the *date rules*. Check  the appropriate frequency and circle the day of the week and months the event is held.
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Event
<b>Date:</b>
<b>Time:</b>

What is the Event?				OFFICE USE ONLY	
<b>Event Name:</b>	Standing Committee Meeting <input type="checkbox"/> Seminar/Forum /Class <input type="checkbox"/>			<b>Added to:</b>	
<b>Sponsor Name or Committee:</b>				<i>Date &amp; Initials</i>	
<b>Contact Person:</b>	<b>Date submitted:</b>	<b>Phone:</b>		Master Calendar	_____
Date Rules				Pastor	
<i>(circle day of the week, week of the month and months applicable)</i>					
Weekly <input type="checkbox"/>	M T W Th F Sa Su				
Monthly <input type="checkbox"/>	<i>(Week of the Month)</i> ①    ②    ③    ④ All Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec				
Quarterly <input type="checkbox"/> Enter dates	①                      ②                      ③                      ④				
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: _____					
What Equipment is needed?					
Expected Attendance:	Enter Qty	Projector Screen <input type="checkbox"/>	Overhead Projector <input type="checkbox"/>		
Number of Tables:		Microphone/Karoke <input type="checkbox"/>	Podium <input type="checkbox"/>		
Number of Chairs:		Piano <input type="checkbox"/>	Risers <input type="checkbox"/>		
		Blackboard/Whiteboard <input type="checkbox"/>	TV/VCR <input type="checkbox"/>		
Other: _____		Other: _____			
Where should it be Published?		<i>Standing Meetings are automatically included in the Newsletter and Bulletins</i>			
Who Should Be Notified? <i>(The office staff will notify Others if requested here.)</i>					
		How Should they be notified?			
		I did it:	Mail:	E-mail:	Phone:
Montessorri 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"/>
Comments/Special Instructions: _____					
_____					

Master Calendar	_____
Pastor	_____
Director of Music	_____
Space Reserved	_____
Custodian Setup	_____
Newsletter	_____
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Montessori	_____
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Other: _____					
What Equipment is needed?					
Expected Attendance:	Enter Qty	Projector Screen <input type="checkbox"/>	Overhead Projector <input type="checkbox"/>		
Number of Tables:		Microphone/Karaoke <input type="checkbox"/>	Podium <input type="checkbox"/>		
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		I did it:	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"/>
Comments/Special Instructions: _____					
_____					

Master Calendar	_____
Pastor	_____
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<i>(circle day of the week, week of the month and months applicable)</i>					
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Montessorri 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"/>	
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