

## 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 cancelled. Please resubmit if the *date rules* change.
- Return form to the church office when completed.

<b>Event</b>
<b>Date:</b> 8/12/02
<b>Time:</b> 7:00 PM

What is the Event?				OFFICE USE ONLY	
<b>Event Name:</b>	Standing Committee Meeting <input checked="" type="checkbox"/>			<i>Added to:</i> _____ <i>Date &amp; Initials</i> _____	
	Seminar/Forum /Class <input type="checkbox"/>				
<b>Sponsor Name or Committee:</b>	Finance			Master Calendar _____	
<b>Submitted By:</b>	Mary Ann Kennedy	<b>Date:</b> 8/12/02	<b>Phone:</b> 763-572-1445	Pastor _____	
Date Rules				Director of Music _____	
<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"/>	(Week of the Month) 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>				Space Reserved _____	
Board Room <input type="checkbox"/>	Sanctuary <input type="checkbox"/>	Library <input type="checkbox"/>		Custodian Setup _____	
Narthex <input type="checkbox"/>	Narthex Kitchen <input type="checkbox"/>	Admin Office <input checked="" type="checkbox"/>			
Fellowship Hall <input type="checkbox"/>	Fellowship Kitchen <input type="checkbox"/>	Lower Link Area <input type="checkbox"/>			
What Equipment is needed?				Newsletter _____	
Enter Qty	Projector Screen <input type="checkbox"/>	Overhead Projector <input type="checkbox"/>		Bulletin _____	
<b>Expected Attendance:</b>	Microphone <input type="checkbox"/>	Podium <input type="checkbox"/>			
<b>Number of Tables:</b>	Piano <input type="checkbox"/>	Risers <input type="checkbox"/>			
<b>Number of Chairs:</b>	TV <input type="checkbox"/>	VCR <input type="checkbox"/>			
<i>Other:</i>	<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?			
	I did it:	Mail:	Email:	Phone:	
Montessorri School <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Montesori _____
Committee Members <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Committee Members _____
Others:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Others: _____
<i>Comments/Special Instructions:</i>					