

# ACTIVITY/EVENT REQUEST FOR CALENDAR

Event to be placed on calendar \_\_\_\_\_  
(as it is to appear in print)

Date of Event \_\_\_\_\_ Location/Room \_\_\_\_\_

Description of Event \_\_\_\_\_

Age Group Target \_\_\_\_\_ # Expected Attendance \_\_\_\_\_

	Start	End
Time	_____	_____
Arrival/set-up	_____	_____
Clean-up	_____	_____

## Requests Forthcoming

- Bulletin
- Messenger
- Set-up
- Catering/Kitchen
- AV
- Kitchen supplies (paper plates, cups, etc.)
- Office supplies

## Additional Comments

\_\_\_\_\_  
\_\_\_\_\_

Person Making Request \_\_\_\_\_

Phone # \_\_\_\_\_ Date \_\_\_\_\_

Person in Charge \_\_\_\_\_ Position/Board \_\_\_\_\_

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## For Office Use Only

Approved and Scheduled    Approved By \_\_\_\_\_ Date \_\_\_\_\_

Not Approved

Reason(s) for Decision

\_\_\_\_\_  
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