

Today's Date: \_\_\_\_\_  
Form Submitted by: \_\_\_\_\_

<b>Office Use:</b> Date Rec'd _____ Follow-up Required _____ Placed on Cal. _____
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Buffalo Valley Church of the Brethren

## Church Calendar ADDITION Form

Please complete this form and submit it to the church office in the wall slot marked "Completed Calendar Forms", or Email a completed copy to churchoffice@bvcob.com, so that information about your upcoming event can be placed on the calendar. Facilities are not officially reserved for your event until the event is placed on the calendar. If you do not find your event appearing on the calendar or it appears with wrong information, please contact the church office to correct the situation.

Ministry Team: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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Name of Event \_\_\_\_\_ Repeating event? Yes / No If so, what is the end date? \_\_\_\_\_  
Date(s) \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_ (of actual advertised event)

List exceptions when this repeating event will not be held? \_\_\_\_\_

Location: \_\_\_\_\_ Facility reservation:  MG  SR  RM# \_\_\_\_\_  K1  K2  L  Nu  U  ME  NAR  B  ALL

Description as you would like it to read on the website calendar:

\_\_\_\_\_

### SET-UP/CLEAN-UP DETAILS

Set up begin time: \_\_\_\_\_ Areas reserved for set-up: \_\_\_\_\_ Clean up End Time: \_\_\_\_\_ Areas reserved for clean-up: \_\_\_\_\_

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***More event addition areas are on the reverse side.***

Facility room Codes: MG- Main Gathering, SR – Son Room, K1 – Kitchen off MG, K2 – Kitchen off SR, RM – Classroom, L - Library, U- Upstairs Ed Wing, Nu – Nursery, B – Basement Ed.Wing, ME – Main Entry, NAR – Smaller East Narthex

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