

Today's Date : _____

By: _____

CALENDAR EVENT SUBMISSION FORM

Event Name: _____

Event Date: _____

Event Start Time: _____ Event End Time: _____

Approximate Number of people expected: _____

Sponsoring Group: _____

If this is a St. M fund raiser do you have this event Vestry Approved? Y N

Proceeds from this event go to this account: _____

(Name of St. Martin's group or account)

Contact Person: _____ Phone: _____

Email Address: _____

Recurring Event? Y N

Weekly: Sun. M T W Th. F Sat.

Monthly Semi-Annual Annual

SET UP help needed from Sexton needed? Y N From: _____ To: _____

Set Up Time: _____ Date if other than day of event: _____

- | | | |
|---|---|--|
| <input type="checkbox"/> Park Hall | <input type="checkbox"/> Packwood Library | <input type="checkbox"/> Upper Laird |
| <input type="checkbox"/> Microphone | <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Basement |
| <input type="checkbox"/> Podium | <input type="checkbox"/> Narthex | <input type="checkbox"/> Sr. High Room |
| <input type="checkbox"/> Projector & Screen | | |
| <input type="checkbox"/> Easel/Marker Board | <input type="checkbox"/> Other room or space: _____ | |

SET UP NOTES: See Park Hall Diagram on back of this form

___ # of Tables ___ # Chairs at Ea. Table Dividers pulled out? Y / N

Set Up Notes:



Now is the time make a plan to promote this event.

Send Who, What, Where, When & Why to rdowns@st.martinschurch.org note whether to go in Announcements or Message (Messages deadline is mid month) or both.

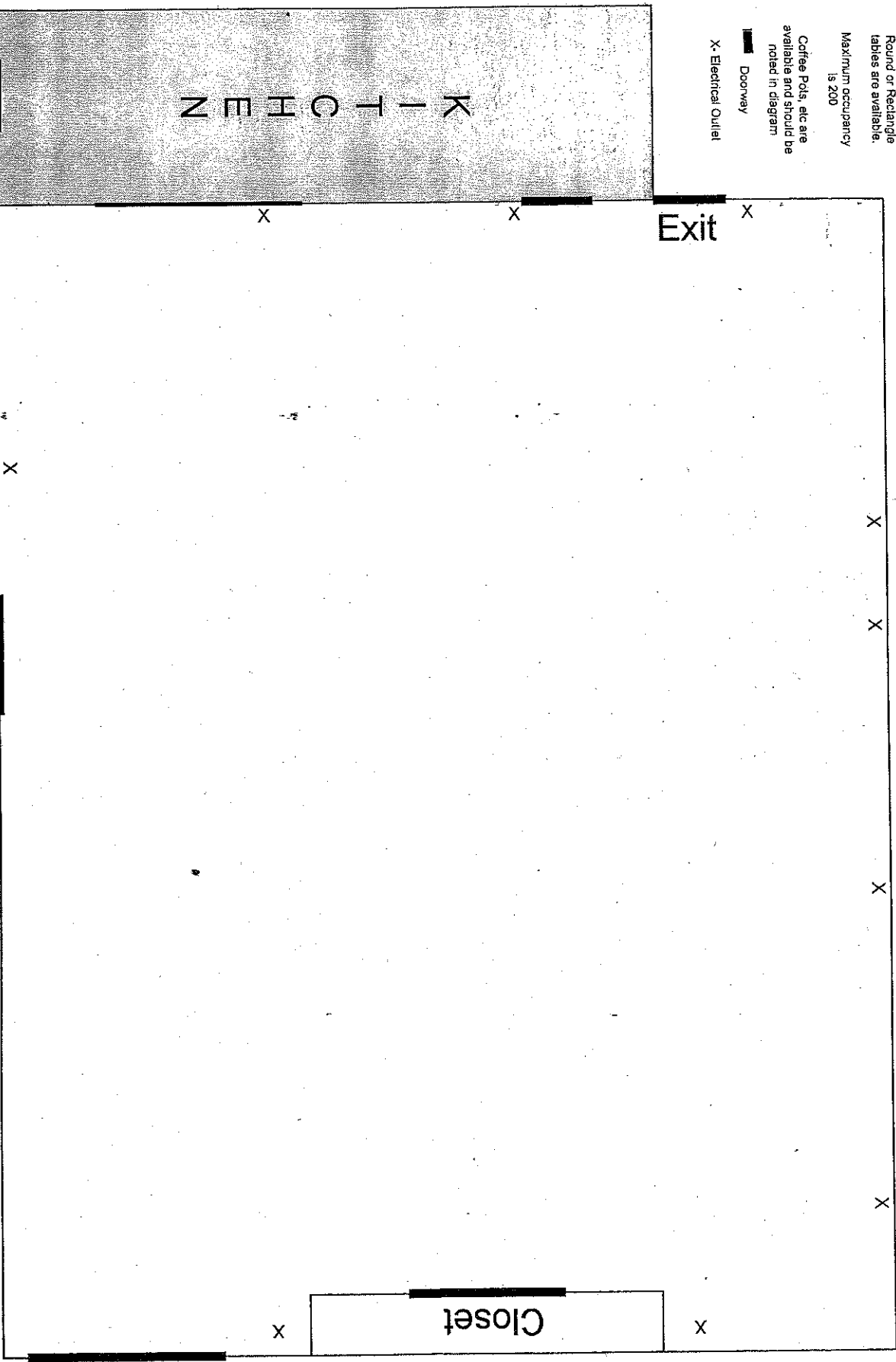
Park Hall

Round or Rectangle tables are available. Maximum occupancy is 200

Coffee Pots, etc are available and should be noted in diagram

Doorway

X: Electrical Outlet



KITCHEN

Exit

Exit

Soda
Mach

Closet

Narthex

Hallway

Event Name

Event Date
